



**DANISH MINISTRY
OF EDUCATION**
NATIONAL AGENCY
FOR IT AND LEARNING

Applicants without a Danish CPR number applying for admission to higher education

User guide Optagelse.dk

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Contents

Introduction.....	5
Target group	5
Concerning Optagelse.dk	5
Attestation of application choices	5
Changes in the priority order.....	6
Attachments	6
Text fields tailored to your application	6
‘Please note’ text fields	6
1 Important information and logging in.....	7
1.1 Getting started.....	7
2 Information about you	13
2.1 Special scheme for Greenlanders	18
3 Entry qualifications	19
4 Choice of education programme	25
4.1 Finding your education choices	25
4.2 Adding choices of education programmes in Quota 2.....	31
4.3 Adding choices of programs in Quota 1	43
4.4 Changing priorities	51
4.5 Approve education programme and the signature page	53
4.6 Printing your application	58
5 Digital attachments.....	59

Introduction

These guidelines are for applications for higher education coordinated by the KOT (The Coordinated Enrolment) in Denmark. These guidelines can help you in the application process, if you do not have a Danish CPR number.

If you are in doubt about which higher education programme you wish to apply for, you can seek guidance counselling, before you log on to Optagelse.dk:

- [eVejlledning](#) – via email, sms, chat telephone, Facebook and Twitter (page in Danish).
- [Studievalg](#) – if you wish to meet in person with a guidance counsellor at one of the Guidance centres for choosing a higher education programme (page in Danish)
- [UddannelsesGuiden](#) – you can find information about various higher education programmes here (Mostly in Danish, but some pages are in English).

Target group

These guidelines are intended for applicants who do not have a Danish CPR number.

If you have a Danish CPR number, you will need to apply using NemID. You can read more about how to do this in the guidelines for applicants with a Danish CPR number.

When you apply without a Danish CPR number, you need to approve your application choices, print a signature page, sign it and send it by post to the relevant educational institution.

Please note the signature page needs to have reached the educational institution before the application deadline which is 15 March 12 noon for Quota 2 and 5 July 12 noon for Quota 1 applications. Please note that the application deadline for some applicants (according to their educational background) always is 15 March 12 noon. It is your responsibility to ensure that you are familiar with the application deadline and that you apply before the deadline. If you do not know which application deadline that applies to you, please contact the educational institution where you want to apply for admission.

Concerning Optagelse.dk

Attestation of application choices

You will need to approve your application choices and send the signature page to each and every educational institutions to which you apply. Once you have done this for your first choice, you can no longer make changes in the tabs *Information about you* and *Application background*, as the information given here is shared by all the education programmes. You will also be unable to make changes in the information given, and choices

made, for the specific choice of education programme to which you have sent the signature page.

Changes in the priority order

You are allowed to change the priority order of your choices of application up until 5 July 12 noon. You are also allowed to change the priority order even if you have sent the signature page and approved your application.

It is **your responsibility** to make sure that you have approved all your applications and sent the signature page(s) with plenty of time to ensure that it is / they are received by the relevant educational institutions **before the application deadline**.

It is not possible to make any changes in your application, or change the priority order of your applications, after 5 July 12 noon when Optagelse.dk closes.

Attachments

If you need to enclose documentation in your application, you should enclose any digital attachments with your choice of education programmes. You must make sure to check the deadline(s) for submitting documentation to the relevant educational institutions. These deadlines can be checked on the homepages of the relevant educational institutions.


It is **your responsibility** to check that all relevant documentation is uploaded and attached to the relevant education programme **before the deadline**. Documentation can be attached to the relevant programme at the tab *Attachments*. Your documentation is attached, if you have ticked the box next to each application.

You can only attach documentation in PDF format. You can save files as PDF files in Word, or you can use a PDF printer to print a document as a PDF file. You can download a [free PDF printer here](#).

Text fields tailored to your application

At Optagelse.dk, you can only fill in the text fields that are relevant to your specific application and choice of degree programme. As a result of this, you will not be able to fill any text fields that are only relevant to a Quota 2 application after 15 March 12 noon. The content of any Quota 2 text fields filled out will not be sent as part of the application for any programme choices that you sign after 15 March 12 noon.

'Please note' text fields

There are various places in the guidelines, where you will see a 'Please note' text field. 

These text fields highlight and inform you of any special circumstances you need to be aware of in connection to the relevant activity.

1 Important information and logging in

Applicants who do not have a Danish CPR number, and therefore do not have a NemID, will need to approve their applications, print the signature page, sign it and send it by post to the relevant educational institutions. The signature page must **not** be uploaded as a digital attachment as these cannot be seen by the educational institutions.

You can choose to postpone the application process at any time, and continue it at a later time. However, you must remember to sign your applications before the deadline – 15 March 12 noon for Quota 2 and 5 July 12 noon for Quota 1. Please note that for some applicants, the application deadline is always 15 March 12 noon. If you do not know, which application deadline applies to you, please contact the educational institution that you wish to apply for admission to.

You will receive an answer to your application on 30 July. Regardless of how many programmes you have applied for, you will only receive one answer, either from the education programme to which you have been offered a place, or a letter informing you that you have not been accepted to any of the programmes applied for.

It is possible to change your application choices after you have signed your application; however, any changes made must be completed before the given deadline. You can change your priority order until 5 July 12 noon.

1.1 Getting started

step 1 Go to Optagelse.dk

Choose *Apply for higher education in English* (the blue arrow)



Please note



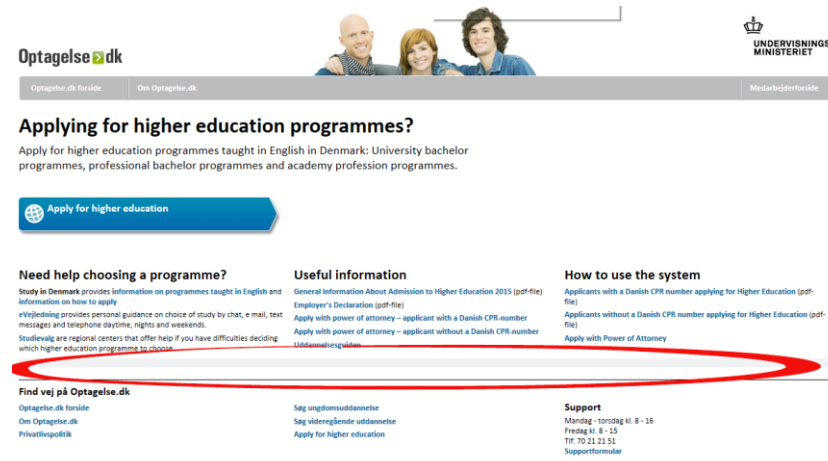
When you fill out your application in English, you can only apply for higher education programmes, which are fully taught in English. If you wish to apply for a programme taught in Danish, you will need to fill out the application in Danish (use the pink arrow)

1 Important information and logging in

step 2

You will now be able to see the front page for applicants to higher education.

You will need to click on *Apply for higher education* in order to log on.



Please note



At the bottom of this page is a section containing important, current information. Just above this, you will find links to guidelines, help in application choices and other useful information.

step 3

When you click *Apply for higher education*, a new window will pop up which will ask you whether or not you have a Danish CPR number.

The screenshot shows a pop-up window titled 'Cpr-number?'. It asks 'Do you have a danish CPR number?' and provides a definition: 'A Danish CPR number is a Danish civil registration number. For those who have previously been registered in Denmark the one already given to you still applies.' There are two radio buttons: 'Yes' and 'No'. The 'No' button is circled in red. Below the buttons, there's a link 'Optagelse.dk uses cookies' and two buttons: 'Back' and 'Next'. A yellow arrow points to the 'Next' button. The window has a close button in the top right corner.

Choose *No*, and then click on *Next*

Please note



These guidelines are intended for applicants without a Danish CPR number only. If you have a Danish CPR number, and are therefore eligible for a NemID, then you should choose *Yes* and read the guidelines for applicants with a Danish CPR number instead.

Applying for admission without a NemID for applicants with a Danish CPR number

If you do not have a NemID, and you are not able to receive a NemID before the application deadline, it is also a possibility to make a profile at Optagelse.dk without a NemID. If you choose to use Optagelse.dk without NemID, please be aware that you have to provide Optagelse.dk with all your personal information and documentation. Optagelse.dk cannot find information about your address based on your Danish CPR number. Optagelse.dk cannot find information about your entry qualifications in the Danish Eksamensdatabasen.

You have to upload all documentation in PDF format. Please be aware that an application without NemID can only be finished by printing a signature page that you have to sign and send or hand in in person at the educational institution before the application deadline. You must not upload your signature page as a digital attachment to your application at Optagelse.dk.

You have to sign and send a signature page for each education programme that you want to apply for. If you do have a Danish CPR number, but want to apply without using NemID, you have to login at [this page](#). If you create a profile without NemID (step 4), you have to give your e-mail address and your CPR number. Apart from that, the steps are the same as in these guidelines.

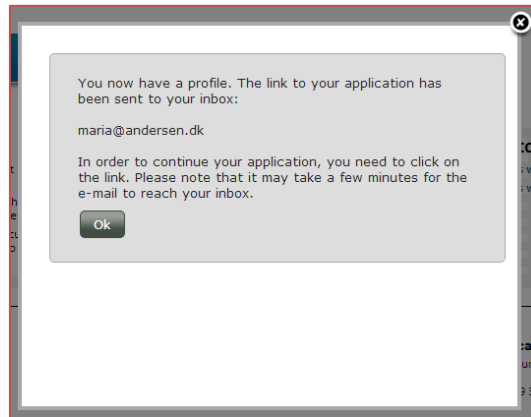
step 4

The next window that opens will ask you to type in your e-mail address.

When you have given your e-mail address, you should click *Ok*.

You will then receive a message that your application process has been registered at Optagelse.dk, and a link will be sent to your e-mail address. Please note you will only be allowed to access your application via the link in this e-mail.

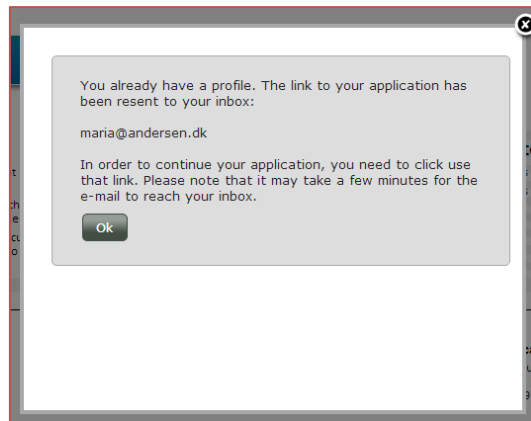
1 Important information and logging in



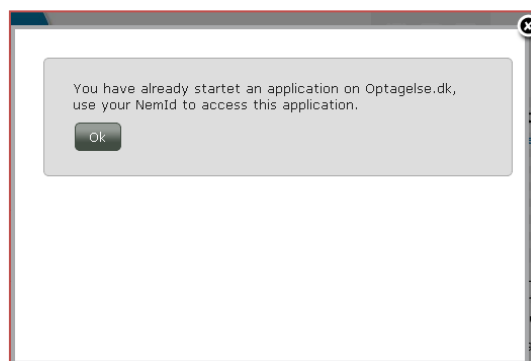
Please
note



If you have previously started an application with the same email address, you will be re-sent the same link as before. In that way, you are only registered with one profile at Optagelse.dk, and all your applications are connected to the same profile.

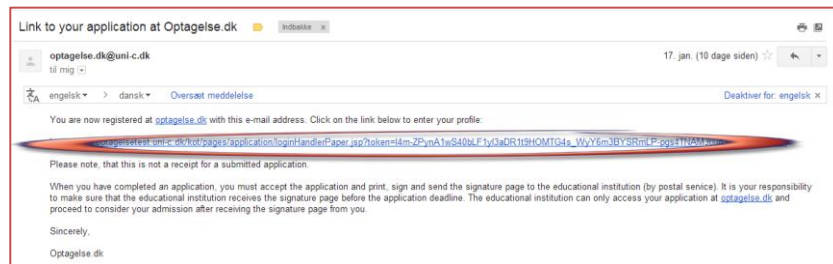


If you have started an application using NemID or Digital Signatur, which you registered with the same e-mail address, you will need to complete your application using NemID or Digital Signatur.



step 5

You will now need to login to your email account and find the e-mail from Optagelse.dk which has just been sent to you. You should click on the link (or copy and paste it into your browser). You will need to use this link every time you want to access your application.



It can take up to 30 minutes to receive the e-mail from Optagelse.dk with the link. If you cannot find the email after this period of time, then you should check your spam filter.

step 6

The first time you click on the link, a new window will open where you will need to type your name, date of birth and sex. When you have given this information, click **Ok**.

Please note



You will only need to fill out this information the first time you click on the link. Every time you click on the link after this, you will be directed to your application immediately.

1 Important information and logging in

step 7

You have now logged on to Optagelse.dk, and you are ready to begin your application.

The screenshot shows the Optagelse.dk website interface. At the top, there is a logo for 'Optagelse.dk' and the text 'Uddannelses- og Forskningsministeriet'. Below this is a pink banner with the text 'Apply for higher education' and a user profile 'Maria Andersen : Log out'. A navigation bar contains four tabs: 'Information about you', 'Entry qualifications', 'Choice of education programme', and 'Attachments'. Below the navigation bar, a status bar shows 'CPR: 010890MAA2' and 'Name: Maria Andersen' with a 'Save' button. The main content area is titled 'Information about you' and includes a note: 'It is important that all the information is correct, in order for the higher education institution staff to be able to contact you.' The form is divided into several sections: 'Personal information' with fields for CPR number, Given name(s), Family name, Address, Postal code, City, Country, Phone number (landline), Phone number (mobile), and E-mail; 'Citizenship' with a dropdown for 'Citizenship (Country)'; 'Any previous admission to a higher education programme' with a question and radio buttons for 'Yes' or 'No'; and 'Admission after special scheme for Greenlanders' with a checkbox and explanatory text.

Please note

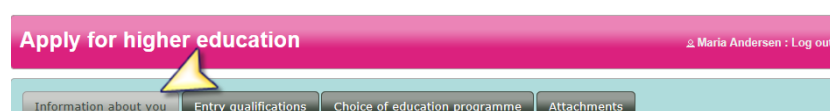


The first time you log on, you will land on the page called *Information about you*. You will continue to land on this page each time you log on, until you have added your choices of education programmes to which you want to apply. After you have added your choices, you will land on the tab *Choice of education programme*, where you will be able to see, which education programmes you have chosen. Here, you are able to add new programmes, delete any chosen programmes and change the priority order of your applications.

2 Information about you

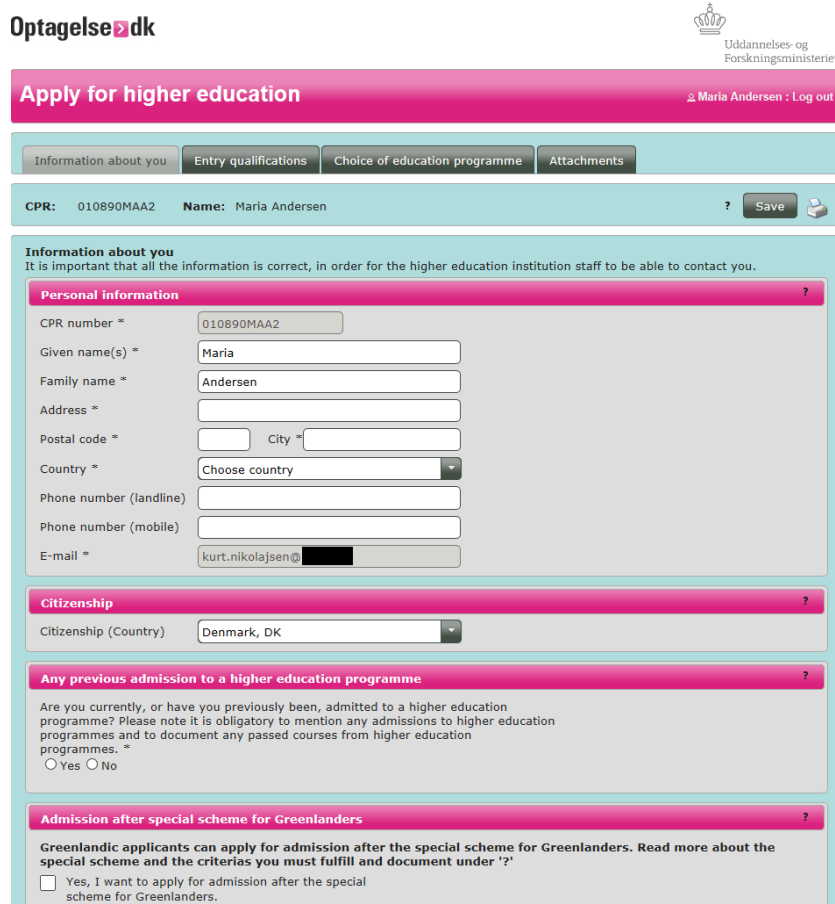
In the section *Information about you*, you will need to fill out your personal details. This information cannot be changed after you have approved your first application and sent the signature page.

- step 1 You will need to choose the tab *Information about you*, if you wish to change any of your personal information.



The screenshot shows the top navigation bar of the application portal. It has a pink header with the text 'Apply for higher education' and a user profile 'Maria Andersen : Log out'. Below this is a light blue bar with four tabs: 'Information about you', 'Entry qualifications', 'Choice of education programme', and 'Attachments'. A yellow arrow points to the 'Information about you' tab.

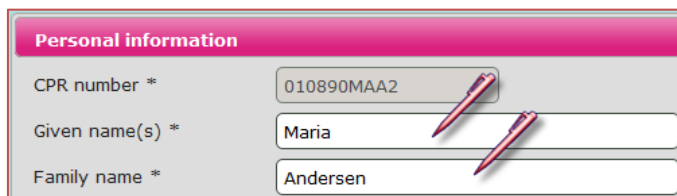
The tab looks like this.



The screenshot shows the 'Information about you' tab selected. The header is pink with 'Apply for higher education' and 'Maria Andersen : Log out'. Below the tabs, there's a light blue bar with 'CPR: 010890MAA2' and 'Name: Maria Andersen', followed by a 'Save' button. The main content area is titled 'Information about you' and contains several sections: 'Personal information' with fields for CPR number, given name, family name, address, postal code, city, country, phone numbers, and email; 'Citizenship' with a dropdown for 'Denmark, DK'; 'Any previous admission to a higher education programme' with a 'Yes/No' radio button; and 'Admission after special scheme for Greenlanders' with a checkbox and explanatory text.

- step 2 **CPR number and name**
The information you have given in Step 6, section 1 has been used to create an identification number instead of a CPR number. You cannot change this identification number. Your name is also given, but you may change this if you have any corrections.

2 Information about you

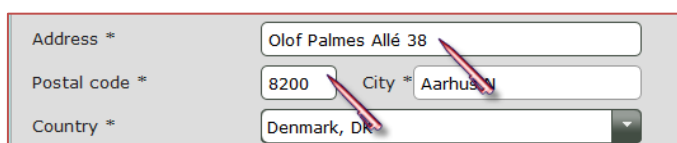


The text is written in light grey, and you are not able to edit the content of the fields.

step 3

Address

You need to enter your complete address with your postal code and country.



When you type in a Danish postal code, Optagelse.dk automatically finds the relevant town.

Please note



The only way to change your address after you have approved your application and sent the signature page, is to contact the educational institution to which you have applied.

Some educational institutions will send you a username and a password to a self-service system where you can inform the educational institution of any corrections to your address information.

step 4

E-mail and telephone details

Your e-mail is the one which you gave when you started your application. You cannot change your e-mail address in the application.

You will now need to give your telephone number. It is a good idea to give your mobile number. The educational institutions to which you are applying or KOT (The Coordinated Enrolment) may need to contact you by phone.



step 5

Citizenship

You have to choose which country you are a citizen of. Denmark is automatically chosen, so if you are a Danish citizen, you will not need to change the country here.



If you are a citizen of a country other than Denmark, you will need to choose the relevant country on the list given, when you click on the arrow on the right-hand side.

The screenshot shows a form titled 'Citizenship' with a dropdown menu for 'Citizenship (Country)'. The dropdown is open, showing a list of countries: Denmark, DK; Norway, NO; Sweden, SE; Iceland, IS; Greenland, GL; China, CN; and Germany, DE. A yellow arrow points to the dropdown arrow on the right side of the menu.

step 6

Any previous admissions to higher education.

You will need to answer whether or not you have previously been admitted to a higher education programme. Please note that documentation is mandatory for both quota 1 and quota 2.

The screenshot shows a form titled 'Any previous admission to a higher education programme'. It asks: 'Are you currently, or have you previously been, admitted to a higher education programme? Please note it is obligatory to mention any admissions to higher education programmes and to document any passed courses from higher education programmes. *'. There are two radio buttons: 'Yes' and 'No', with 'No' selected.

If you have not previously been admitted to higher education and therefore choose *No*, then you do not need to fill out anything further for this question.

If you have previously been admitted to a higher education programme, you will need to answer whether or not you have completed a Master's degree.

The screenshot shows the same form as before, but with the 'Previous admission to a higher education programme' section expanded. It contains instructions on how to enter the information and a table for recording the details of the admission.

Name of higher education programme	Higher educational institution	Year started	Year (expected) passed	Year interrupted	ECTS Points	Still admitted	

Below the table is an 'Attachment' section with a button labeled 'Add attachments'.

2 Information about you

If your answer is Yes, you have previously been admitted to a higher education programme, and you will need to write the name of the education programme and any parts of it, you have passed in this text field.

You can enter text in this field by clicking on the pencil icon.

Previous admission to a higher education programme ?

Please enter any higher education programmes that you currently are, or previously have been, admitted to.


You must write the name of the education programme and document any passed courses of it, in this text field.

Please note it is obligatory to document any passed courses of higher education programmes.


The educational institution will decide, whether or not you can obtain credit for the previously passed parts of the education programmes that you enter in the text fields.

You can read more about the obligation to document any passed parts of higher education programmes by clicking the ? to the right.


You can add up to 20 elements to the list

Name of higher education programme	Higher educational institution	Year started	Year (expected) passed	Year interrupted	ECTS Points	Still admitted	
							

You will now be able to fill out this text field.

Name of higher education programme	Higher educational institution	Year started	Year (expected) passed	Year interrupted	ECTS Points	Still admitted	
							






When you have filled out this information, you can add it to your application by ticking the box at the end of the line.

Name of higher education programme	Higher educational institution	Year started	Year (expected) passed	Year interrupted	ECTS Points	Still admitted	
							

Now, the information has been added. Should you wish to edit the information, you can do so by clicking on the pencil icon. Should you wish to delete the information, you can do so by clicking on the rubbish bin icon. Should you wish to add a new line, you can do so by clicking on the plus icon.

Name of higher education programme	Higher educational institution	Year started	Year (expected) passed	Year interrupted	ECTS Points	Still admitted	
Biology	Aarhus University	2009	2014	2011	75.0	No	  

Clicking on the plus icon will give you a new line in which, you can enter information.

Name of higher education programme	Higher educational institution	Year started	Year (expected) passed	Year interrupted	ECTS Points	Still admitted	
Biology	Aarhus University	2009	2014	2011	75.0	No	 
						No	  

These steps can be repeated, until you have entered all the relevant information. You must be able to document the information that you enter in these text fields. You can upload documentation by clicking *Add attachments* at the bottom of the page. You can read more about adding digital attachments in section 5. Digital attachments can also be added at the tab *Attachments*. Please note, that you have to check, if your documentation is attached to the right applications, once you have approved your applications. Your documentation is attached, if you have ticked the box next to each application.

Previous admission to a higher education programme ?

Please enter any higher education programmes that you currently are, or previously have been, admitted to.




You must write the name of the education programme and document any passed courses of it, in this text field.

Please note it is obligatory to document any passed courses of higher education programmes.

The educational institution will decide, whether or not you can obtain credit for the previously passed parts of the education programmes that you enter in the text fields.

You can read more about the obligation to document any passed parts of higher education programmes by clicking the ? to the right.

You can add up to 20 elements to the list

Name of higher education programme	Higher educational institution	Year started	Year (expected) passed	Year interrupted	ECTS Points	Still admitted	
Biology	Aarhus University	2009	2014	2011	75.0	No	  

Attachment

Add attachments

Please note



If you have a master's degree, you can only be admitted to a new higher education programme, if there are available study places (the "master's degree rule").

It is possible for the educational institution to give a dispensation from this rule, but this rarely happens. If you have received a dispensation from an educational institution, you must document this and upload documentation as an attachment to your application

Please note



Given information regarding your previous higher education programmes will be removed, if you tick the box *No*.

2 Information about you

step 7

Finally, you will need to click *Save* in order to save all the information you have given.

Apply for higher education ⬆ Maria Andersen : Log out

Information about you | Entry qualifications | Choice of education programme | Attachments

CPR: 010890MAA2 Name: Maria Andersen ? **Save**

Information about you
It is important that all the information is correct, in order for the higher education institution staff to be able to contact you.

Personal information ?

CPR number * 010890MAA2

Given name(s) * Maria

Family name * Andersen

Address * Olof Palmes Alle 38

Postal code * 8200 City * Aarhus N x

Country * Choose country v

Phone number (landline) 89376535

Phone number (mobile)

E-mail * kurt.nikolajsen@

Citizenship ?

Citizenship (Country) Denmark, DK v

Any previous admission to a higher education programme ?

Are you currently, or have you previously been, admitted to a higher education programme? Please note it is obligatory to mention any admissions to higher education programmes and to document any passed courses from higher education programmes. *

☐ Yes ☐ No

2.1 Special scheme for Greenlanders

Greenlandic applicants can apply for admission after a special scheme for Greenlanders. Read more about the special scheme and the criteria, you must fulfil and document by clicking the question mark.

Admission after special scheme for Greenlanders ?

Greenlandic applicants can apply for admission after the special scheme for Greenlanders. Read more about the special scheme and the criterias you must fulfill and document under '?'

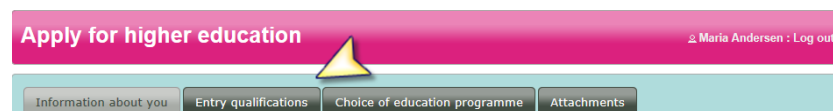
☐ Yes, I want to apply for admission after the special scheme for Greenlanders.

3 Entry qualifications

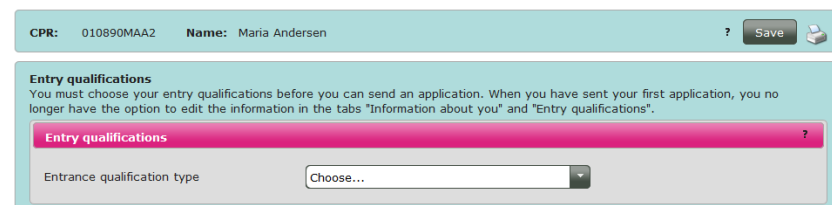
In this section of Optagelse.dk, you will need to give information about your entry qualifications, on which you are basing your application for higher education. Your entry qualifications cannot be edited, once you have signed your first application.

You should be aware that documentation on your upper secondary education or any other diplomas is not automatically transferred from your school to the educational institution to which you are applying. It is therefore important that you remember to upload your diplomas under the tab *Attachments*. Your documentation is attached, if you have ticked the box next to each application. You can read more about uploading attachments in section 5.

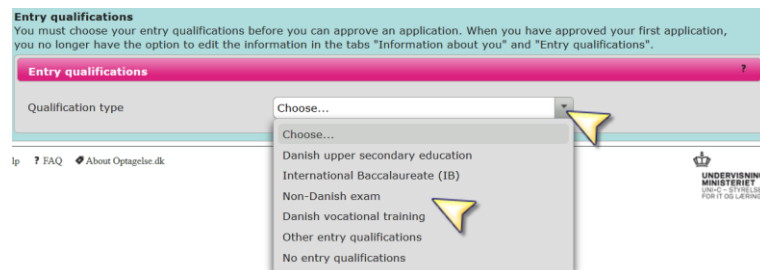
step 1 You should first switch to the tab *Entry qualifications*.



step 2 You will now come to the page where you will need to give your *Entry qualification*.

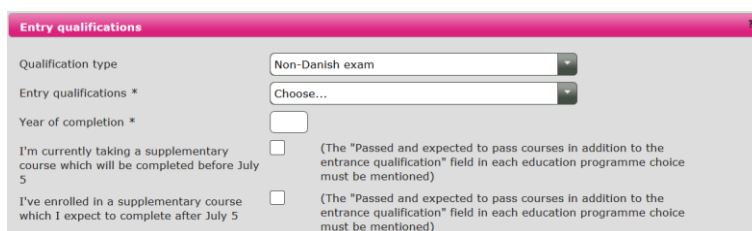


step 3 You will first need to choose which type of entry qualifying exam you have as the basis for applying for higher education.



For this example, we have chosen *non-Danish exam*. If your entry qualifications are non-Danish you must choose *non-Danish exam*.

3 Entry qualifications



Please note



The number of text fields here can vary. This is dependent upon which type of entry qualifying exam you hold. You can read a description of the different forms of entry qualifying exams below. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications at the tab *Attachments*.

Danish upper secondary education

If you have a Danish upper secondary education, you will need to clarify exactly what type of exam you hold in the section Entry qualifications. You will also need to give the exam year, the exam result and the grading scale used.

If you have passed a Qualifying Examination for Technical Science, you should note that the application deadline is always 15 March 12 noon.

You must upload a copy of your diploma before the deadline.

If you are expecting to complete the Danish 'eux' this summer, you can apply for a conditional admission, if the educational institution accepts applicants for conditional admission. You must contact your school in June, when you have passed the upper secondary part of your education and request for a preliminary diploma. You must upload your preliminary diploma to your application(s) yourself before 5 June 12 noon CET.

Please remember to tick the box next to the programme to, which you want to attach your documentation. If you are accepted at your choice of education programme, you will receive a conditional admission on July 30. Your admission will require that you can submit your 'eux' diploma to the educational institution after you have completed your apprenticeship. If you do not fulfil your apprenticeship your study place will be annulled.

If you have any questions, please contact the educational institution.

International Baccalaureate (IB)

If you have an IB, you will need to note it here. You will need to give the exam year and the Total Points here. Remember to upload your diploma before the deadline. You must tick the box next to your application to add your diploma. Please note that the application deadline always is 15 March 12 noon

Non-Danish exam

You will need to give the Entry qualification. When you choose *Other* as your entry qualification, you will need to enter which exam you have. You will also need to give

the exam year.

A copy of your exam certificate should be uploaded before the deadline. You must tick the box next to your application to add your diploma. Please note that the application deadline always is 15 March 12 noon.

Vocational Training Exam (EUD)

You will need to give the Exam year. Remember to upload a copy of your diploma before the deadline. You must tick the box next to your application to add your diploma. Please note that the application deadline always is 15 March 12 noon

Other entry qualifications

Other entry qualifications can, for example, be a combination of specific further education courses (so-called course packages). Remember to upload documentation before the deadline. You must tick the box next to your application to add your document. Please note that the application deadline always is 15 March 12 noon.

No entry qualifying exam

You must apply for a special permission to apply for admission in relation to your specific application. However, this does not apply to the higher education programmes, where the entry qualification alone is to pass an admission test (such as, for example, for the Danish journalist education programme at Denmark's Media and Journalism college). An application for a special permission to apply must be uploaded to your application before the deadline. You must tick the box next to your application to add your special permission application to your application. You can read more about the requirements for a special permission application on the respective homepages of the educational institutions to which you are applying. Please note that the application deadline always is 15 March 12 noon.

step 4

You will now need to choose your specific entry qualifications. In this example we have chosen International Baccalaureate (IB)

The screenshot shows a web form titled 'Entry qualifications'. It has several fields: 'Qualification type' with a dropdown menu currently showing 'Non-Danish exam'; 'Entry qualifications *' with a dropdown menu showing 'Choose...'; and 'Year of completion *' with a dropdown menu showing 'Choose...'. Below these fields, there is a checkbox labeled 'I'm currently taking a supplementary course which will be completed before July 5' and another checkbox labeled 'I've enrolled in a supplementary course which I expect to complete after July 5'. To the right of these checkboxes is a note: '(The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be mentioned)'. A yellow arrow points to the 'International Baccalaureate (IB)' option in the 'Entry qualifications *' dropdown menu. Another yellow arrow points to the 'Addition to the programme choice' field.

You will now need to give the *Year of completion*. If your exam is non-Danish the educational institution will convert your Exam result (Grade point average) to the Danish 7-scale if possible.

3 Entry qualifications

Entry qualifications

Qualification type: Non-Danish exam

Entry qualifications *: International Baccalaureate (IB)

Year of completion *:

I'm currently taking a supplementary course which will be completed before July 5 ☐ (The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be mentioned)

I've enrolled in a supplementary course which I expect to complete after July 5 ☐ (The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be mentioned)

Please note



If you are expecting your final exam 2015, you must remember to upload your diploma as soon as you receive it. You must also be aware that you have to upload documentation before the deadline.

Please note, that you have to check, if your documentation is attached to the right applications once you have approved your applications.

step 5

Bonus for an early start to higher education

If your entry qualifying exam is 2 years old or less, then your grade point average (GPA) will be adjusted. This adjustment is done by multiplying your exam result by 1.08. The average is rounded to the nearest decimal point. **You must not make this adjustment yourself.** This adjustment will be undertaken by the educational institution. If you are admitted and are qualified to receive The Danish students' Grants (SU), the information given about your year of completion will be used by the educational institution to decide, whether you are qualified to receive SU for one more year than the standard length of the programme.

Entry qualifications

Qualification type: Non-Danish exam

Entry qualifications *: International Baccalaureate (IB)

Year of completion *: 2014

I'm currently taking a supplementary course which will be completed before July 5 ☐ (The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be mentioned)

I've enrolled in a supplementary course which I expect to complete after July 5 ☐ (The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be mentioned)

It is possible to apply for an extension of the two-year rule under certain circumstances. If you wish to apply for an extension, you should tick the relevant box. You will then need to upload documentation as the basis, on which you are applying for dispensation under the tab *Attachments*. Please note that you have to check, if your documentation is attached to the right applications, once you have approved your applications by ticking the box next to each application. If you apply for SU, your documentation will also be used by the educational institution to decide, whether you are qualified to receive SU for one more year than the standard length of the programme.

step 6

Supplementary courses

If you need to supplement your entry qualifications with extra courses in order to achieve the correct level required, and you have not yet completed this courses, then you need to tick the relevant box(es) here.

You will need to inform us of, whether you will complete these courses before or after 5 July. If you have already completed the necessary supplementary courses, then you do not need to fill in this section, you simply need to inform us of the courses later on in the application. If the place of higher education to which you are applying expects limited admittance, they can choose not to accept any supplements, which are completed after 5 July. You will therefore need to check whether or not the educational institution to which you are applying accepts supplements passed during the summer.

Please note



You will always need to upload the relevant documentation before the deadline. If you are starting the course after 5 July, the documentation can be a statement from the school, saying that you have been admitted to the course. You can research the individual places of higher education to see what type of documentation they require. Please note that you have to check at the tab *Attachments*, if your documentation is attached to the right applications once you have signed your applications. It is your responsibility to check that all relevant documentation is uploaded and attached to the relevant education programmes before the deadline. Documentation can be attached to the relevant programme at the tab *Attachments* by uploading the document and by ticking the box next to the relevant application. Read more about uploading documentation in section 5.

step 7

You can finish the section *Entry qualifications* by clicking *Save* at the top of the page and thereby saving all the information you have given.

3 Entry qualifications

CPR: Name:

?

Save

Entry qualifications

You must choose your entry qualifications before you can approve an application. When you have approved your first application, you no longer have the option to edit the information in the tabs "Information about you" and "Entry qualifications".

Entry qualifications

Qualification type

Non-Danish exam

Entry qualifications *

International Baccalaureate (IB)

Year of completion *

2014

Year of completion will be used in the adjustment of your grade point average (GPA) - EU/EEA diplomas only and the assessment of your entitlement to the Danish student's grant (SU).

I'm currently taking a supplementary course which will be completed before July 5

☐

(The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be mentioned)

I've enrolled in a supplementary course which I expect to complete after July 5

☐

(The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be mentioned)

4 Choice of education programme

The following section describes how you add your choices of education programmes to your application. You have to sign each choice individually. You can edit your choices until you finally sign them and thereby sending them, right up until the deadline of 5 July 12 noon. Your application choices which you wish to be considered in Quota 2 need to be signed by 15 March 12 noon at the very latest.

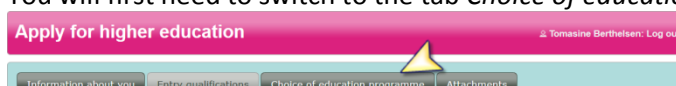
Please note that the application deadline for some applicants always is 15 March 12 noon. It is your responsibility to ensure that you are familiar with the application deadline and that you apply before the deadline. If you do not know, which application deadline that applies to you, please contact the educational institution where you want to apply for admission

Also, please note that some education programmes only have one deadline, 15 March 12 noon, and it is impossible to apply for these programmes after this date.

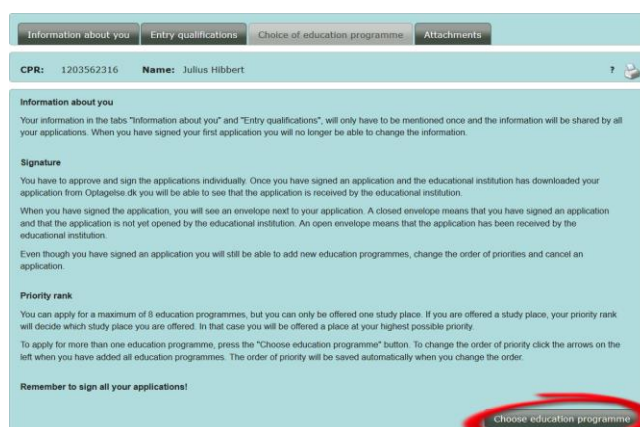
You can find information about the evaluation criteria in Quota 2 and information about the deadline for uploading attachments in the information about the specific programme at Optagelse.dk.

4.1 Finding your education choices

step 1 You will first need to switch to the tab *Choice of education programme*.



step 2 You are now on the page where you can add your choices of education programmes. Start by reading the text in the blue text box. If you have not added any choices, the page will be empty and your only option will be to click *Add education programme* once you have read the text. Please note that your choices will be added in a prioritised order. You can, however, change the order of priority after you have added your choices.



4 Choice of education programme

If you have already added choices of education to your application, you will be able to see these in the window. You can add a new choice by clicking on *Add education programme*. Please note that your choices are added in order of priority. You can, however, change the order of priority after you have added your choices.

CPR: 010890MAA2 Name: Maria Andersen

Information about you
Your information in the tabs "Information about you" and "Entry qualifications", will only have to be mentioned once and the information will be shared by all your applications. When you have approved your first application you will no longer be able to change the information.

Approval and sending your signature page
You have to approve the applications individually. When you have approved an application, you must print a signature page. You must sign and send the signature page to the educational institution to which you are applying. It is your responsibility to ensure that the signature page reaches the educational institution before the application deadline.
You must send a signature page for each application you have approved. Please note that you must not upload your signature page as an attachment to your application. When the educational institution has received the signature page, they can download your application from Optagelse.dk. When you have approved an application you will still be able to add new education programmes, change the order of priorities and cancel an application.

Priority rank
You can apply for a maximum of 8 education programmes, but you can only be offered one study place. If you are offered a study place, your priority rank will decide which study place you are offered. In that case you will be offered a place at your highest possible priority.
To apply for more than one education programme, press the "Choose education programme" button. To change the order of priority click the arrows on the left when you have added all education programmes. The order of priority will be saved automatically when you change the order.

Remember to approve, print, sign and send a signature page for each of the education programmes to which you are applying!

Chosen education programmes

1	Bachelor of Architectural Technology and Construction Management Bygningskonstruktøruddannelsen, Halmstadgade 2	Approve and print	Choose education programme
---	---	-------------------	----------------------------

step 3

You will now come to the page where you can search through your options.

Choose an education programme
Find an education programme and ensure you meet the entry requirements. Choose an education programme and complete the application. Use the filters to limit your choices.

Region: All Language: English Show more options

Rows per page: 50 Page 1 of 3

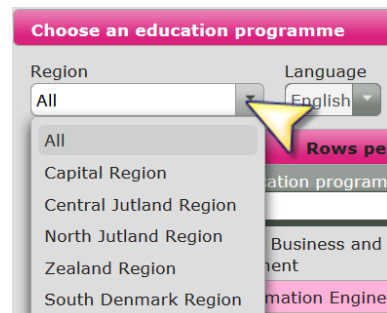
Name of education programme	City	Studystart	Comment
AP Graduate in Agro Business and Landscape management	Risskov	Choose	Deadline for handing in docum...
AP Graduate in Automation Engineering	Aalborg SV	Choose	http://www.ucnorth.dk/Home/...
AP Graduate in Automotive Technology	Viborg	Choose	
AP Graduate in Automotive Technology	Viby J	Choose	Deadline for handing in docum...
AP Graduate in Chemical and Biotechnical Science	Viby J	Choose	Deadline for handing in docum...
AP Graduate in Commerce Management	Næstved	Choose	All documentation for your app...

As a start, you will be shown all higher education programmes divided into 50 education programmes for each page.

step 4

Region and language

You can choose to limit your option regionally by choosing a region. When you have chosen the region, the list of education programmes will be updated to fit your search.



Automatically, you will be shown the education programmes, which are taught in English. Should you wish to apply for a programme that is taught in Danish, you will need to fill out the application in Danish.

step 5

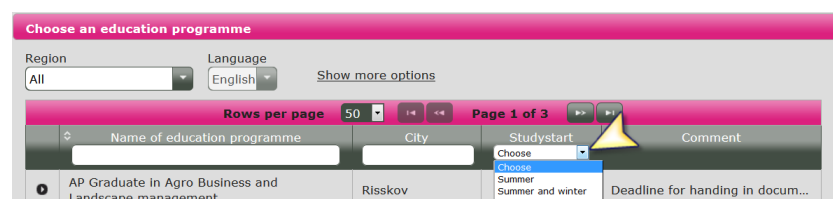
Education programme name, city and study start

You can also limit your search by name of education programme, city and study start in the grey section.

If you wish to search by name of education programme or city, then start by typing the word you are searching for. You can either write part of the name or the whole name. When you pausing in your typing, the website will search based on, what you have typed and the list of education programmes will be updated accordingly.

Name of education programme	City	Studystart	Comment
AP Graduate in Agro Business and Landscape management	Risskov	Choose	Deadline for handing in docum...
AP Graduate in Automation Engineering	Aalborg SV	Choose	http://www.ucnorth.dk/Home/...
AP Graduate in Automotive Technology	Viborg	Choose	
AP Graduate in Automotive Technology	Viby J	Choose	Deadline for handing in docum...
AP Graduate in Chemical and Biotechnical Science	Viby J	Choose	Deadline for handing in docum...
AP Graduate in Commerce Management	Næstved	Choose	All documentation for your app...

You can choose, whether you want to see programmes that start in the summer, start in the winter, or start both in the winter and the summer. When you have chosen the study start, the list of education programmes you can see, will be updated accordingly.



4 Choice of education programme

Please note



step 6

Optagelse.dk only supports application via KOT (The Coordinated Enrolment) in the period between 1 February and 5 July.

Type of education, area of education and show more options.

If you click on the text *Show more options*, you will be able to see more search options.

Choose an education programme

Region: All Language: English Show more options

More search options:

Choose an education programme

Region: All Language: English Show less options

Education programme type: All Education programme area: All

Find:

If you no longer wish to see these search options, you can remove them by clicking *Show less options*.

Choose an education programme

Region: All Language: English Show less options

Education programme type: All Education programme area: All

Find:

You will first need to choose the type of education that you wish to search for, before you can choose the area. When you have chosen the type of education, the list of programmes that you will see, will be updated accordingly.

Choose an education programme

Region: All Language: English Show less options

Education programme type: All Education programme area: All

Find:

Education programme type options:

- All
- Academy profession programmes
- Artistic and Cultural education programmes
- Professional bachelor programmes
- University programmes

You can choose the *Professional bachelor programmes* here.

In the next box you can choose the area of education. Once you have chosen the area of education, the list of programmes you see will be updated accordingly.

Name of education programme
Bachelor in Graphic Storytelling
Bachelor of Animation
Bachelor of Architectural Technology and Construction Management

Finally, you can use the last box, which is a text field in which, you can type key words, the whole programme name or part of the programme name. When you are finished with typing in your search, you will need to press 'enter' on your keyboard before your search can start. When you search, the list is updated accordingly.

Choose an education programme

Region: All Language: English Show less options

Education programme type: All Education programme area: All

Find

Please note



If you cannot find the programme, you are searching for, it may be, because it cannot be found within the categories, you have selected. Try using fewer search categories. If you have given a region, it could help, for example, to remove that choice so that your search continues in all regions.

If you are in doubt about, which education programme you should choose, you can receive help and guidance via [eVejledningen](#), [Studievalg](#) or find information at [UddannelsesGuiden](#). See section 1.

step 7

In the overview of the programmes, you can see the name of the programme, the town in which it is taught, the start period and any comments.

Choose an education programme



Region Language [Show more options](#)

Rows per page

	Name of education programme	City	Studentstart <input type="text" value="Choose"/>	Comment
1	Bachelor of Architectural Technology and Production Management	Aarhus N		
2	Bachelor of Engineering in Global Business Engineering	Aarhus C		Bemærk: Semester 6, 8 og 9 af...
3	Bachelor of Global Nutrition and Health.	Aarhus N		
4	Bachelor of Value Chain Management	Aarhus C		
5	Economics and Business Administration	Aarhus C		Dokumentationsfrist: http://ba...
6	Marketing and Management Communication	Aarhus C		Dokumentationsfrist: http://ba...

You will only be able to see part of the any comments that have been given by the educational institution. You will be able to see the rest by clicking on the arrow for the programme.

In the left-hand column, you can see general information about the programme, such as where it is taught, the language the programme is taught in and any comments concerning the programme. On the right-hand side, you can read all about the entry requirements / access route for the programme.

<div> <div>  </div> <div> <p>Bachelor of Architectural Technology and Construction Management</p> </div> </div>	<div> <div>Aarhus N</div> </div>	<div> <div>  </div> <div>Applicants who fulfill the admis...</div> </div>
<div> <div> <div>General information</div> <div> <div>Admission area number</div> <div>41175</div> </div> <div> <div>Language of education</div> <div>Engelsk</div> </div> <div> <div>Higher education institution:</div> <div>Byggningskonstruktøruddannelsen, Halmstadgade 2 Halmstadgade 2 8200 Aarhus N www.vlauc.dk</div> </div> <div> <div>Read more about the educational programme options on Uddannelsesguiden.</div> </div> <div> <div>See quota 2 criteria for this higher education institution.</div> </div> <div> <div>Education comment</div> <div>Applicants who fulfill the admission requirements and who are not admitted to a higher priority are guaranteed admission for this programme as long as we have room.</div> </div> <div> <div>For more information on how to apply and deadlines, please read here: http://www.vlauc.com/students/Pages/how-to-apply.aspx</div> </div> </div> </div>	<div> <div> <div>Entry requirements</div> <div> <div>Specific entry requirements</div> <div> <div>Access route: Upper Secondary Education</div> <div> <div>Specific entry requirements:</div> <ul style="list-style-type: none"> Mathematics at Danish C level </div> </div> </div> <div> <div>Access route: Vocational Education and Training</div> <div> <div>At least one education from the following list:</div> <ul style="list-style-type: none"> EN_Adgang via relevant erhvervsuddannelse </div> </div> <div> <div>Specific entry requirements:</div> <ul style="list-style-type: none"> English at Danish C level and Mathematics at Danish C level </div> <div> <div>Access route: Vocational Education and Training</div> <div> <div>At least one education from the following list:</div> <ul style="list-style-type: none"> Bricklayer Civil construction worker Concreter EN_Bygningsautomatik EN_Snedker (med specieral) EN_Teknisk designer EN_Træfagenes byggeuddannelse Electrician Paver Plumber Woodcutting machinist </div> </div> <div> <div>No specific entry requirements</div> </div> <div> <div>Access route: Other education</div> <div> <div>At least one education from the following list:</div> <ul style="list-style-type: none"> Qualifying Examination for Technical Science (Other) </div> </div> <div> <div>No specific entry requirements</div> </div> </div> </div>	

In the left-hand column, you will also be able to see a link to the Quota 2 criteria for the programme.

Please note



Please note the icons used for study start.



means summer start



means winter start



means that there is both summer and winter start and that you can choose which one you prefer, but ultimately the place of education decides when you will be offered to start.

At Optagelse.dk you can search for programmes that start both in the summer and the winter. Some places of higher education also admit students for the winter start at a later date. Contact the place of education or look at [UddannelsesGuiden](#) for more information about this (the page is in Danish).

4.2 Adding choices of education programmes in Quota 2

When you have searched for the education programmes you are interested in, you will need to add them to your programme choices. The information below explains, what you need to consider, when adding a programme to your Quota 2 application. This will only be possible until 15th March 12 noon.

If you sign any of these choices before 15th March 12 noon, your application will automatically be considered in both Quota 1 and Quota 2, if you have a Danish Upper Secondary Education or a non-Danish Education with a grade point average that can be converted to the Danish grading scale. You do not need to apply for the same programme twice for it to be assessed in both Quota 1 and Quota 2.

You should only fill out the parts that you wish to be considered in Quota 2. If you do not wish your application to be assessed on anything other than the grade point average of your qualifying entry exam (plus any possible supplementary courses you may have), you should only fill out the information, which equates to a Quota 1 application. You can read more about this in the next section. If you have non-Danish entry qualifications you can only be considered in Quota 1, if your GPA can be converted to the Danish 7-point grading scale. Please note that the application deadline for holders of non-Danish exams is always March 15 noon.

4 Choice of education programme

step 1

You will first need to search for the programme in the way described in section 4.1. Once you have found the programme, you should click on the corresponding arrow.

Choose an education programme

Region: All Language: English Show more options

Rows per page: 50 Page 1 of 1

Name of education programme	City	Studystart	Comment
Bachelor of Architectural Technology and Construction Management	Aarhus N	Choose	
Bachelor of Engineering in Global Business Engineering	Aarhus C	Choose	Bemærk: Semester 6, 8 og 9 af...
Bachelor of Global Nutrition and Health.	Aarhus N	Choose	
Bachelor of Value Chain Management	Aarhus C	Choose	
Economics and Business Administration	Aarhus C	Choose	Dokumentationsfrist: http://ba...
Marketing and Management Communication	Aarhus C	Choose	Dokumentationsfrist: http://ba...

You will now be able to see all the information about the programme. If this is the programme for which you wish to apply, then you should click *Choose*.

Bachelor of Architectural Technology and Construction Management Aarhus N Applicants who fulfill the admis...

General information

Admission area number
41175

Language of education
Engelsk

Higher education institution:
Bygningsteknikeruddannelsen, Halmstadgade 2
Halmstadgade 2
8200 Aarhus N
www.viauc.dk

[Read more about the education programme options on Uddannelsesguiden.](#)

[See quota 2 criteria for this higher education institution.](#)

Education comment
Applicants who fulfill the admission requirements and who are not admitted to a higher priority are guaranteed admission for this programme as long as we have room.

For more information on how to apply and deadlines, please read here: <http://www.viauc.com/students/Pages/how-to-apply.aspx>

Entry requirements

Specific entry requirements

Access route: Upper Secondary Education

Specific entry requirements:

- Mathematics at Danish C level

Access route: Vocational Education and Training

At least one education from the following list:

- EN_Adgang via relevant erhvervsuddannelse

Specific entry requirements:

- English at Danish C level and Mathematics at Danish C level

Access route: Vocational Education and Training

At least one education from the following list:

- Bricklayer
- Civil construction worker
- Concretor
- EN_Bygningsautomatik
- EN_Snedker (med specialer)
- EN_Teknisk designer
- EN_Træfagenes byggeuddannelse
- Electrician
- Paver
- Plumber
- Woodcutting machinist

No specific entry requirements

Access route: Other education

At least one education from the following list:

- Qualifying Examination for Technical Science (Other)

No specific entry requirements

Local requirements

Choose

4.2 Adding choices of education programmes in Quota 2

step 2

You will now be able to see the programme with a series of text fields. Choices that are marked with an asterisk (*) are things which you must fill out. You can fill out the rest, if it is relevant for your application.

Bachelor of Architectural Technology and Construction Management - 2015

General information

Admission area number 41173

Language of education Engelsk

Higher education institution: Byringskonstruktøruddannelsen, Halmstadgade 2, 8200 Aarhus N, www.viauc.dk

[Read more about the education programme options on Uddannelsesuddan.](#)

[See quota 2 criteria for this higher education institution.](#)

Education comment: Applicants who fulfill the admission requirements and who are not admitted to a higher priority are guaranteed admission for this programme as long as we have room.

For more information on how to apply and deadlines, please read here: <http://www.viauc.com/students/Pages/how-to-apply.aspx>

Options

Standby: When you apply for admission to a study place, you have the option of applying for a standby place as well. State below, if you wish to apply for a standby place or not. It is very important that you are aware of the consequences of choosing to apply for a standby place.

I wish to apply for a standby place *

☐ Yes ☐ No

Winter study start:

This programme has study start both in the summer and in the winter. The educational institution allocates admitted students to start either in the summer or in the winter. Do you prefer to start in the winter? *

☐ Yes, if possible, I would prefer to be admitted for winter start (January/February).

☐ No, if possible, I would prefer to be admitted for summer start (August/September)

Pre-approved admission:

If you were offered a standby place in the last intake but were not offered enrollment, you were granted pre-approved admission for this year. If you have pre-approved admission you must tick the box and upload your letter of pre-approval which you received last year. *

☐ Yes ☐ No

Qualifying exam:

Do you have an entry qualifying exam or do you expect to pass one before July 5 this year? *

☐ Yes ☐ No

Entry requirements

Specific entry requirements

Access route: Upper Secondary Education

Specific entry requirements

- Mathematics at Danish C level

Access route: Vocational Education and Training

At least one education from the following list

- EN_Adgang via relevant erhvervsuddannelse

Specific entry requirements

- English at Danish C level and Mathematics at Danish C level

Access route: Vocational Education and Training

At least one education from the following list

- Bricklayer
- Civil construction worker
- Concretor
- EN_Byringsautomatik
- EN_Smedker (med specialer)
- EN_Teknisk designer
- EN_Trefgenes byggeuddannelse
- Electrician
- Paver
- Plumber
- Woodcutting machinist

No specific entry requirements

Access route: Other education

At least one education from the following list

- Qualifying Examination for Technical Science (Other)

No specific entry requirements

Local requirements

Passed and expected to pass courses in addition to the entry qualifications

Under "Type" you are to indicate what kind of course you have passed, for example "single subject course", "Studeprøven", "English language test" or the like.

Remember to upload documentation for the course. Give the file a name that is easy for you to refer to. You must choose later to which education programme the file is to be attached to by ticking the box next to the application on the tab "Attachments" (a document just needs to be uploaded once).

You can add up to 20 elements to the list

Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed

Work experience, trainee service, military service and maternity/paternity leave may be mentioned here.

Here you can mention any relevant information you wish to be included in a quota 2 application. Remember to check the quota 2 criteria at the educational institution to make sure the information is relevant for this education programme.

Remember to upload documentation. Give the file a name that is easy for you to refer to. You must choose later which education programme the file is to be attached to by ticking the box next to the application on the tab "Attachments" (a document just needs to be uploaded once).

The information mentioned will only be included in applications signed before March 15, 12 noon CET.

You can add up to 20 elements to the list

Employer	Type of work	From	To	Weekly working hours	No. of months

Extra-curricular activities

Here you can mention any relevant information you wish to be included in a quota 2 application. Remember to check the quota 2 criteria at the educational institution to make sure the information is relevant for this education programme.

Remember to upload documentation. Give the file a name that is easy for you to refer to. You must choose later which education programme the file is to be attached to by ticking the box next to the application on the tab "Attachments" (a document just needs to be uploaded once).

The information mentioned will only be included in applications signed before March 15, 12 noon CET.

You can add up to 20 elements to the list

In which institution/organisation	Name of the activity	From	To	Weekly working hours	No. of months

Courses at folk high schools

Here you can mention any relevant information you wish to be included in a quota 2 application. Remember to check the quota 2 criteria at the educational institution to make sure the information is relevant for this education programme.

Remember to upload documentation. Give the file a name that is easy for you to refer to. You must choose later which education programme the file is to be attached to by ticking the box next to the application on the tab "Attachments" (a document just needs to be uploaded once).

The information mentioned will only be included in applications signed before March 15, 12 noon CET.

You can add up to 20 elements to the list

At which schools?	From	To	No. of months

Periods abroad (outside your country of residence)

Here you can mention any relevant information you wish to be included in a quota 2 application. Remember to check the quota 2 criteria at the educational institution to make sure the information is relevant for this education programme.

Remember to upload documentation. Give the file a name that is easy for you to refer to. You must choose later which education programme the file is to be attached to by ticking the box next to the application on the tab "Attachments" (a document just needs to be uploaded once).

The information mentioned will only be included in applications signed before March 15, 12 noon CET.

You can add up to 20 elements to the list

Which country?	What did you do in the country? (Travel, work, study)	From	To	No. of months

Attachment

[Add attachments](#)

[Add](#) [Cancel](#)

4 Choice of education programme

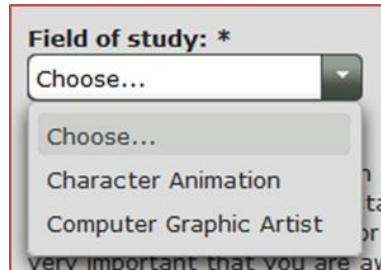
step 3

Field of study

It is possible to choose a field of study for some of the education programmes.

A screenshot of a web form element labeled 'Field of study: *'. It features a dropdown menu with the text 'Choose...' and a yellow arrow pointing to the dropdown arrow icon.

In this example, the field of study is as part of a professional bachelor program.


A screenshot of the 'Field of study: *' dropdown menu. The menu is open, showing options: 'Choose...', 'Character Animation', and 'Computer Graphic Artist'. Below the menu, there is a line of text that is partially visible: 'very important that you are aw'.

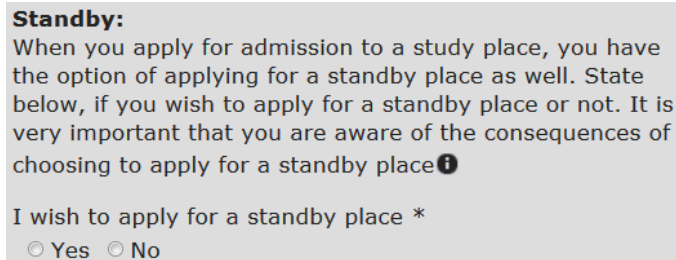

You will need to choose a field of study for any education programme that has different options for this. You will only be able to choose a field for the relevant programme. Not all education programmes have different fields of study.

step 4

Standby

You will need to choose whether or not you wish to apply for standby.

You can see the explanation about standby in the fact box or by holding your mouse over the .

A screenshot of a 'Standby:' fact box. It contains the following text: 'When you apply for admission to a study place, you have the option of applying for a standby place as well. State below, if you wish to apply for a standby place or not. It is very important that you are aware of the consequences of choosing to apply for a standby place '. Below this text is a label 'I wish to apply for a standby place *' followed by two radio buttons: 'Yes' and 'No'.

Please note



Standby is a waiting list system. Applicants that fulfil the admission requirements, but cannot be immediately offered a study place, can instead be offered a standby place. If a place becomes vacant on the programme, the educational institution can offer it to a standby student already the same year. If no places become vacant, then the standby student will be offered a pre-approved place the following year. If you want to accept your pre-approved place the following year, then you have to fill out an application next year, where you upload documentation for your pre-approved place sent from the educational institution.

Please note that there is a limited number of standby places and that not all applicants who apply for at standby place, are granted a standby place. Some education programmes do not have standby places.


You can apply for standby on each programme for which you apply. If you are offered a standby place, then you will not also be offered a place on a lower priority. You can only apply for standby at the same time as when you apply for admission.

That is to say, you cannot apply for a place a year in advance. Standby places are only offered to students, who have chosen standby.

You can read more about standby in [the explanation about standby at Uddannelses-guiden](#) (the page is in Danish).

step 5

Winter study start

If the programme has this icon  in the overview, then you will need to consider if you want to start during the winter.

Winter study start:

This programme has study start both in the summer and in the winter. The educational institution allocates admitted students to start either in the summer or in the winter. Do you prefer to start in the winter? *

- ☐ Yes, if possible, I would prefer to be admitted for winter start (January/February)
- ☐ No, if possible, I would prefer to be admitted for summer start (August/September)

You should answer yes in this text field, if you prefer to start during the winter rather than during the summer. You should say *No*, if you prefer to start in the summer. The educational institution can divide applicants according to their own sorting criteria. Because of this, you cannot be certain that you will have your preferences for study start should you be admitted to the programme.

step 6

Pre-approval

If you have pre-approval from the previous year, then you should note this here.

Pre-approved admission:

If you were offered a standby place in the last intake but were not offered enrollment, you were granted pre-approved admission for this year. If you have pre-approved admission you must tick the box and upload your letter of pre-approval which you received last year. *

- ☐ Yes ☐ No

4 Choice of education programme

If you answer *Yes*, then you will need to upload documentation. The documentation should be the pre-approval letter you received from the educational institution. When you answer *Yes*, a button will appear which you can click on to upload documentation. Please see section 5 to see how to attach documentation.

Pre-approved admission:

If you were offered a standby place in the last intake but were not offered enrollment, you were granted pre-approved admission for this year. If you have pre-approved admission you must tick the box and upload your letter of pre-approval which you received last year. *

☒ Yes ☐ No

Attach documentation

Please note



You should be aware that you will still need to fulfil the admission criteria for the education programme, even if you have a pre-approval letter from the previous year. Even if you have pre-approval for a particular programme, you can still apply for admission to other education programmes as a higher priority. If you apply for another programme as a higher priority, your pre-approval will only be activated if you are not admitted to a higher priority than to one to which you have pre-approval.

step 7

Entry qualifying exam

You should mention here, whether or not you expect to have an entry qualifying exam before July 5.

If you are expecting an exam in the summer, you must tick the box *Yes*, even though you will not receive your final diploma before July 5.

Qualifying exam:

Do you have an entry qualifying exam or do you expect to pass one before July 5 this year? *

☐ Yes ☐ No

If you answer *No*, you will need to state whether you are applying for a special permission to apply for the programme, or whether you have previously been granted a special permission to apply for this programme.

Qualifying exam:

Do you have an entry qualifying exam or do you expect to pass one before July 5 this year? *

☐ Yes ☒ No

☐ I have not yet received a special permission to apply for admission, but I request with this application to apply for admission with special permission.

☐ I have previously received a special permission for this education programme

4.2 Adding choices of education programmes in Quota 2

If you have previously been granted a special permission to apply, you will need to give the reference number and the date. You can choose the date by clicking on the icon. After this you can click on the date in the calendar, and it will be automatically added to your application. If you do not have a journal number, you can give your CPR number instead

Qualifying exam:


Do you have an entry qualifying exam or do you expect to pass one before July 5 this year? *

☐ Yes ☒ No

☐ I have not yet received a special permission to apply for admission, but I request with this application to apply for admission with special permission.

☒ I have previously received a special permission for this education programme

Journal Number *

Date * 

Calendar showing: Jan 2015

Ma	Ti	On	To	Fr	Lø	Sø
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Type I dag Luk

Please note




You should also answer Yes, if you have a qualifying exam even if you need additional courses in order to fulfil the specific requirements for the programme, or if you do not have an exam with high enough great point average compared to last year's entry requirements.

If you do not have an entry qualifying exam, you can apply for a special permission to apply. You can read more about [dispensation for higher education](#) (the page is in Danish).

step 8

General information about adding activities in the following text boxes.

The same sort of rules applies, when adding activities in the following text boxes. You need to click on the pencil icon in order to be able write in the line about activities.

Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
						

When you have clicked on the pencil, you will be able to type in the text fields.


Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4 Choice of education programme




When you have finished, you need to tick the box.

Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
Single subject course	Mathematics	A	10	10	April 2015	<input checked="" type="checkbox"/>




All your information has now been added. Should you wish to edit the information, you should click on the pencil icon. Should you wish to delete the information, you should click on the rubbish bin icon. Should you wish to add a new line, you should click on the plus icon.

Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
Single subject course	Mathematics	A	10	10	April 2015	  

If you click on the plus icon, a new line will appear in which you can type information.

Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
Single subject course	Mathematics	A	10	10	April 2015	 
						

When you fill out more than one choice of education programme in the priority list, all the information that you filled out in the text fields of the previous choice is copied into the new line of text fields. You can delete, edit or keep the information in these text fields according to what is relevant for the new choice of programme in your application. You can also add new lines.

Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
Single subject course	Mathematics	A	10	10	April 2015	 
Single subject course	Biology	B	7	10		  

Remember to upload documentation for single subject courses you have passed. You must tick the box next to each application to add the document.

You can add a maximum of 20 lines to each text box.

step 9

Passed courses and expected passed courses in addition to the entry qualifications.

You should type in any supplementary courses that you may need to fulfil the specific entry requirements **for the relevant choice of** programme in this text field.

The text field should also be used, if you have passed other relevant courses that you wish to be enclosed in your Quota 2 application.



You read how to add extra lines in step 8. You can add a maximum of 20 lines.

Passed and expected to pass courses in addition to the entry qualifications ?

Under "Type" you are to indicate what kind of course you have passed, for example "single subject course", "Studieproven", "English language test" or the like.

Remember to upload documentation for the course. Give the file a name that is easy for you to refer to. You must choose later to which education programme the file is to be attached to by ticking the box next to the application on the tab "Attachments" (a document just needs to be uploaded once).

You can add up to 20 elements to the list

Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
						 

4.2 Adding choices of education programmes in Quota 2

You must remember to document your supplementary courses by uploading any relevant attachments. If you are applying in Quota 2, you will need to check the relevant place of study to see what the deadline is for uploading documentation. Remember that all documentation must be enclosed as an attachment. Digital attachments can be added at the tab *Attachments*. You must tick the box next to each application to add the document. You can read more in section 5 about how to attach documentation.

You can add a maximum of 20 lines to each text box including the pre-filled lines.

Please note



The following text fields will only show, once the choice has been signed. You must also fill in any information that you wish to be considered as part of your Quota 2 application in the text fields.

By clicking the link for Quota 2 criteria, you can see, which criteria are important for the specific programme for which you wish to apply.

You must be able to document any information you give in the text fields by uploading relevant documentation at the tab *Attachments*. You must tick the box next to each application to add the document. You can see which activities the educational institution consider important and demand documentation for, together with the deadline for uploading attachments on the website for the respective educational institution.

It is your responsibility to attach the relevant attachment to each application. See section 5.

step 10

Work experience, trainee service, military service and maternity/paternity leave may be entered here.

You should mention any work experience, military service, and maternity/paternity leave here. You should mention any information you wish considered as part of your Quota 2 application here. You can read more in step 8 about how to add extra lines. You can add a maximum of 20 lines.

4 Choice of education programme



Work experience, trainee service, military service and maternity/paternity leave may be mentioned here. ?

Here you can mention any relevant information you wish to be included in a quota 2 application. Remember to check the quota 2 criteria at the educational institution to make sure the information is relevant for this education programme.

Remember to upload documentation. Give the file a name that is easy for you to refer to. You must choose later which education programme the file is to be attached to by ticking the box next to the application on the tab "Attachments" (a document just needs to be uploaded once).

The information mentioned will only be included in applications signed before March 15, 12 noon CET.

You can add up to 20 elements to the list

Employer	Type of work	From	To	Weekly working hours	No. of months	
						 

You should mention your former employer and what kind of job you had. You should mention, when you started, when you finished as well as how many months you had the job and how many weekly hours you worked in.

Remember to document everything by uploading attachments. Digital attachments can be added at the tab *Attachments*. Please note, that you have to check, if your documentation is attached to the right applications once you have approved your applications. You must tick the box next to each application to add the document. You can read more in section 5 about how to attach documentation.

step 11

Other activities after the age of 15 including extra-curricular activities

You can type in any other activities here. Such activities could be, if you have been a scout leader, a football trainer, if you have worked in any volunteer leadership role, or any other type of voluntary work. You should only give the information that you wish to be enclosed to your quota 2 application. You can read more in step 8 on how to add extra lines. You can add a maximum of 20 lines.



Extra-curricular activities ?

Here you can mention any relevant information you wish to be included in a quota 2 application. Remember to check the quota 2 criteria at the educational institution to make sure the information is relevant for this education programme.

Remember to upload documentation. Give the file a name that is easy for you to refer to. You must choose later which education programme the file is to be attached to by ticking the box next to the application on the tab "Attachments" (a document just needs to be uploaded once).

The information mentioned will only be included in applications signed before March 15, 12 noon CET.

You can add up to 20 elements to the list

In which institution/organisation	Name of the activity	From	To	Weekly working hours	No. of months	
						 

You should mention for which organisation, union or club you have worked. You should describe what you have done and a start and finish date, approximately how many hours per week you worked and for how many months you worked. Remember that you must be able to document everything through your attachments. The attachments can be a statement from the scout or girl guide group leader, the leader of the football club of the leader organizing the homework help. Digital attachments can be added at the tab *Attachments*. Please note, that you have to check, if your documentation is attached to the right applications once you have approved your applications. You must tick the box next to each application to add the document. You can read more in section 5 about how to attach documentation

step 12

Courses at folk high schools

You can state, if you have been attending a course at a folk high school. You should only give the information you wish to be enclosed to your Quota 2 application. You

4.2 Adding choices of education programmes in Quota 2

can read more in step 8 about how to add extra lines. You can add a maximum of 20 lines.



Courses at folk high schools ?

Here you can mention any relevant information you wish to be included in a quota 2 application. Remember to check the quota 2 criteria at the educational institution to make sure the information is relevant for this education programme.

Remember to upload documentation. Give the file a name that is easy for you to refer to. You must choose later which education programme the file is to be attached to by ticking the box next to the application on the tab "Attachments" (a document just needs to be uploaded once).

The information mentioned will only be included in applications signed before March 15, 12 noon CET.

You can add up to 20 elements to the list

At which schools?	From	To	No. of months	
				 

You should write the name of the school and the start and finish dates as well as the number of months you attended.

Remember that you must document your residency. Digital attachments can be added at the tab *Attachments*. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications. You must tick the box next to each application to add the document. You can read more in section 5 about how to attach documentation.

step 13

Stays abroad (outside your country of residence)

You should mention whether or not you have been abroad for a longer period of time. This can be, as examples, at an orphanage in Guatemala, working in a hotel in Switzerland, a study trip to England or similar. You should only give the information you wish to be enclosed as part of your Quota 2 application. You can read more in step 8 about how to add extra lines. You can add a maximum of 20 lines.



Periods abroad (outside your country of residence) ?

Here you can mention any relevant information you wish to be included in a quota 2 application. Remember to check the quota 2 criteria at the educational institution to make sure the information is relevant for this education programme.

Remember to upload documentation. Give the file a name that is easy for you to refer to. You must choose later which education programme the file is to be attached to by ticking the box next to the application on the tab "Attachments" (a document just needs to be uploaded once).

The information mentioned will only be included in applications signed before March 15, 12 noon CET.

You can add up to 20 elements to the list

Which country?	What did you do in the country? (Travel, work, study)	From	To	No. of months	
					 

You will need to mention which country you visited and what you did there. You will also need to state, when you were there and for how many months.

Remember that you must document any stays abroad. This could be a statement from the leader of the orphanage, a statement from your boss, any diplomas or similar. Digital attachments can be added at the tab *Attachments*. Please note, that you have to check, if your documentation is attached to the right applications once you have approved your applications. You must tick the box next to each application to add the document. You can read more in section 5 about how to attach documentation.


step 14

You upload attachments at the bottom of the page. Digital attachments can also be added at the tab *Attachments*. Please note, that you have to check, if your documentation is attached to the right applications once you have approved your applications. You must tick the box next to each application to add the document. You

4 Choice of education programme

can read more in section 5 about how to attach documentation.

You can add up to 20 elements to the list

Which country?	What did you do in the country? (Travel, work, study)	From	To	No. of months	
					 



Attachment

Add attachments

step 15

Finally, you will need to click Add at the bottom of the page. Your choice of programme will not be added until you have clicked here.

You can add up to 20 elements to the list

Which country?	What did you do in the country? (Travel, work, study)	From	To	No. of months	
					 

Attachment

Add attachments

Add **Cancel**

Your choice of programme has now been added.

CPR: 010890MAA2 Name: Maria Andersen

Information about you

Your information in the tabs "Information about you" and "Entry qualifications", will only have to be mentioned once and the information will be shared by all your applications. When you have approved your first application you will no longer be able to change the information.

Approval and sending your signature page

You have to approve the applications individually. When you have approved an application, you must print a signature page. You must sign and send the signature page to the educational institution to which you are applying. It is your responsibility to ensure that the signature page reaches the educational institution before the application deadline.

You must send a signature page for each application you have approved. Please note that you must not upload your signature page as an attachment to your application. When the educational institution has received the signature page, they can download your application from Optagelse.dk. When you have approved an application you will still be able to add new education programmes, change the order of priorities and cancel an application.


Priority rank

You can apply for a maximum of 8 education programmes, but you can only be offered one study place. If you are offered a study place, your priority rank will decide which study place you are offered. In that case you will be offered a place at your highest possible priority.

To apply for more than one education programme, press the "Choose education programme" button. To change the order of priority click the arrows on the left when you have added all education programmes. The order of priority will be saved automatically when you change the order.

Remember to approve, print, sign and send a signature page for each of the education programmes to which you are applying!

Chosen education programmes

1	Bachelor of Architectural Technology and Construction Management Bygningskonstruktøruddannelsen, Halmstadgade 2	Approve and print 
----------	---	--

Choose education programme

You can now add more choices of education (read more in section 4.1) or attest your choices of application (read more in section 4.5).

Please note

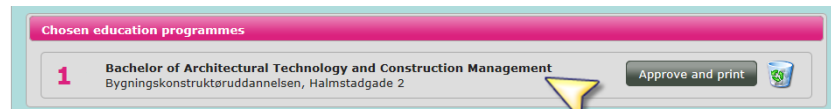


If you click on *Cancel* in step 15 or go back to the list of priorities without having clicked to add your chosen programme, then you will need to find the relevant programme in the list once again.

step 16

You can edit any information given up, until you have signed your application. You do this by clicking on the name of the programme. You will now be given the option to edit the information. Remember to save any edited information.

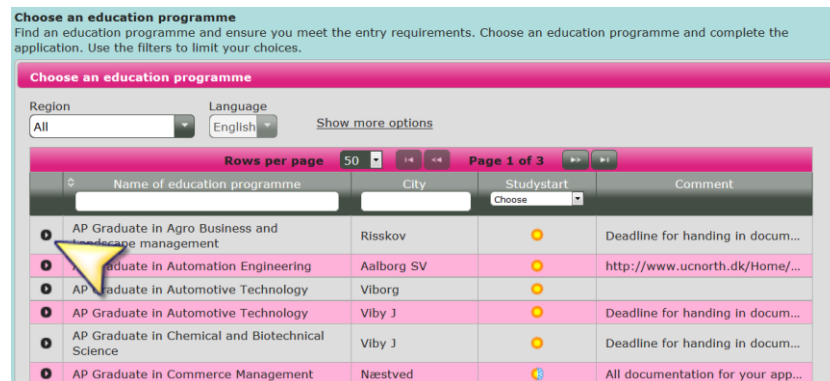
4.3 Adding choices of programs in Quota 1



4.3 Adding choices of programs in Quota 1

Once you have found the programme, you are looking for, you will need to add it to your choice of education programmes. Below you can see, what you need to consider as part of a Quota 1 application. If you have a Danish upper secondary education, you can add further choices to a Quota 1 application right up until 5th July 12 noon. Otherwise the application deadline is March 15.

- step 1 You will first need to find the programme as described in section 4.1. Once you have found the programme, you should click on the programme.



You will now be able to see all the information about the programme. If this is the programme for which you wish to apply, then you should click on *Choose*.

4 Choice of education programme

Bachelor of Architectural Technology and Construction Management	Aarhus N	Applicants who fulfill the admis...
---	----------	-------------------------------------

General information

Admission area number
41175

Language of education
Engelsk

Higher education institution:
Bygningskonstruktøruddannelsen, Halmstadgade 2
Halmstadgade 2
8200 Aarhus N
www.viauc.dk

[Read more about the education programme options on Uddannelsesguiden.](#)

[See quota 2 criteria for this higher education institution.](#)

Education comment
Applicants who fulfill the admission requirements and who are not admitted to a higher priority are guaranteed admission for this programme as long as we have room.

For more information on how to apply and deadlines, please read here: <http://www.viauc.com/students/Pages/how-to-apply.aspx>

Entry requirements

Specific entry requirements

Access route: Upper Secondary Education

Specific entry requirements:

- Mathematics at Danish C level

Access route: Vocational Education and Training

At least one education from the following list:

- EN_Adgang via relevant erhvervsuddannelse

Specific entry requirements:

- English at Danish C level and Mathematics at Danish C level

Access route: Vocational Education and Training

At least one education from the following list:

- Bricklayer
- Civil construction worker
- Concreter
- EN_Bygningsautomatik
- EN_Snedker (med specialer)
- EN_Teknisk designer
- EN_Træfagenes byggeuddannelse
- Electrician
- Paver
- Plumber
- Woodcutting machinist

No specific entry requirements

Access route: Other education

At least one education from the following list:

- Qualifying Examination for Technical Science (Other)

No specific entry requirements

Local requirements

Choose

step 2

You will now be able to see the programme with a series of text fields. Choices that are marked with an asterisk (*) are things, which you must fill out. You can fill out the rest, if it is relevant for your application.

4.3 Adding choices of programs in Quota 1

Bachelor of Architectural Technology and Construction Management - 2015

General information

Admission area number
41120

Language of education
Engelsk

Higher education institution:
Erhvervsakademiet Lillebælt, Munke Mose Allé 9
Munke Mose Alle 9
5000 Odense C
www.eal.dk

[Read more about the education programme options on Uddannelsesguiden.](#)

[See quota 2 criteria for this higher education institution.](#)

Education comment
Deadline for handing in documentation: 5. July 2015 at 12:00 PM

Entry requirements

Specific entry requirements

Access route: Upper Secondary Education

Specific entry requirements:

- Mathematics at Danish C level

Access route: Vocational Education and Training

At least one education from the following list:

- EN_Adgang via relevant erhvervsuddannelse

Specific entry requirements:

- English at Danish C level and Mathematics at Danish C level

Access route: Vocational Education and Training

At least one education from the following list:

- Bricklayer
- Civil construction worker
- Concreter
- EN_Bygningsautomatik
- EN_Snedker (med specialer)
- EN_Teknisk designer
- EN_Træfagenes byggeuddannelse
- Electrician
- Paver
- Plumber
- Woodcutting machinist

No specific entry requirements

Access route: Other education

At least one education from the following list:

- Qualifying Examination for Technical Science (Other)

No specific entry requirements

Local requirements
No local requirements

Options

Standby:
When you apply for admission to a study place, you have the option of applying for a standby place as well. State below, if you wish to apply for a standby place or not. It is very important that you are aware of the consequences of choosing to apply for a standby place!

I wish to apply for a standby place *

☐ Yes ☐ No

Winter study start:

This programme has study start both in the summer and in the winter. The educational institution allocates admitted students to start either in the summer or in the winter. Do you prefer to start in the winter? *

☐ Yes, if possible, I would prefer to be admitted for winter start (January/February)

☐ No, if possible, I would prefer to be admitted for summer start (August/September)

Pre-approved admission:

If you were offered a standby place in the last intake but were not offered enrollment, you were granted pre-approved admission for this year. If you have pre-approved admission you must tick the box and upload your letter of pre-approval which you received last year. *

☐ Yes ☐ No

Qualifying exam:

Do you have an entry qualifying exam or do you expect to pass one before July 5 this year? *

☐ Yes ☐ No

Passed and expected to pass courses in addition to the entry qualifications

Under "Type" you are to indicate what kind of course you have passed, for example "single subject course", "Studieprøven", "English language test" or the like.

Remember to upload documentation for the course. Give the file a name that is easy for you to refer to. You must choose later to which education programme the file is to be attached to by ticking the box next to the application on the tab "Attachments" (a document just needs to be uploaded once).

You can add up to 20 elements to the list

Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
STX Prøvebevis	Dansk (04846)	A	7	12	2008	+

Attachment

[Add attachments](#)

[Add](#) [Cancel](#)

step 3

Field of study

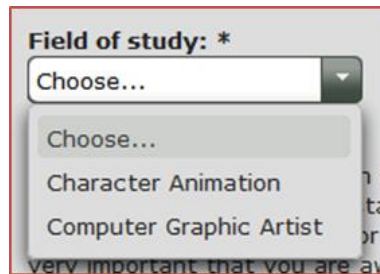
It is possible to choose a field of study for some of the education programmes.

Field of study: *

Choose...

In this example, the field of study is as part of a professional bachelor program.

4 Choice of education programme




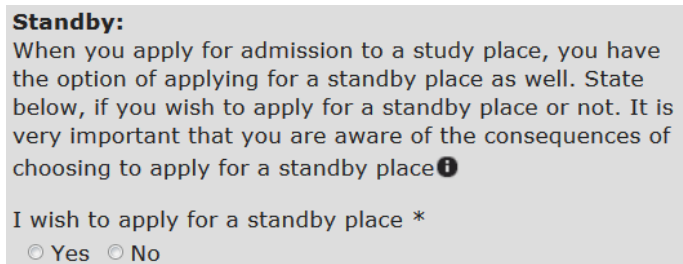
You will need to choose a field of study for any education programme that has different options for this. You will only be able to choose a field for the relevant programme. Not all education programmes have different fields of study.

step 4

Standby

You will need to choose, whether or not you wish to apply for standby.

You can see the explanation about standby in the fact box or by holding your mouse over the .



Please note




Standby is a waiting list system. Applicants that fulfil the admission requirements, but cannot be immediately offered a study place, can instead be offered a standby place. If a place becomes vacant on the programme, the educational institution can offer it to a standby student already the same year. If no places become vacant, then the standby student will be offered a pre-approved place the following year. If you want to accept your pre-approved place the following year, then you have to fill out an application next year where you upload documentation for your pre-approved place sent from the educational institution.

You can apply for standby on each programme for which you apply. If you are offered a standby place, then you will not also be offered a place on a lower priority. You can only apply for standby at the same time as when you apply for admission. That is to say, you cannot apply for a place a year in advance. Standby places are only offered to students who have chosen standby. You can read more about standby in [the explanation about standby at Uddannelsesguiden](#) (the page is in Danish).

Please note that there is a limited number of standby places and that not all applicants who apply for a standby place are granted a standby place. Some education programmes do not have standby places.

step 5

Winter study start

If the programme has this icon  in the overview, then you will need to consider,

if you want to start during the winter.

Winter study start:

This programme has study start both in the summer and in the winter. The educational institution allocates admitted students to start either in the summer or in the winter. Do you prefer to start in the winter? *

☐ Yes, if possible, I would prefer to be admitted for winter start (January/February)

☐ No, if possible, I would prefer to be admitted for summer start (August/September)

You should answer *yes* in this text field, if you prefer to start during the winter rather than during the summer. You should choose *No*, if you prefer to start in the summer. The place of education can divide applicants according to their own sorting criteria. Because of this, you cannot be certain that you will have your preferences for study start should you be admitted to the programme.

step 6

Pre-approval

If you have pre-approval from the previous year, then you should note this here.

Pre-approved admission:

If you were offered a standby place in the last intake but were not offered enrollment, you were granted pre-approved admission for this year. If you have pre-approved admission you must tick the box and upload your letter of pre-approval which you received last year. *

☐ Yes ☐ No

If you answer yes, then you will need to upload documentation. The documentation should be the pre-approval you received from the place of higher education. When you answer *Yes*, a button will appear, which you can click on to upload documentation. Please see section 5 to see how to attach digital documentation.

Pre-approved admission:

If you were offered a standby place in the last intake but were not offered enrollment, you were granted pre-approved admission for this year. If you have pre-approved admission you must tick the box and upload your letter of pre-approval which you received last year. *

☒ Yes ☐ No

Attach documentation

Please note



You should be aware that you will still need to fulfil the admission criteria for the education programme, even if you have a pre-approval letter from the previous

4 Choice of education programme

year. Even if you have pre-approval for a particular programme, you can still apply for admission to other education programmes as a higher priority. If you apply for another programme as a higher priority, your pre-approval will only be activated, if you are not admitted to a higher priority than the programme to which you have pre-approval.

step 7

Entry qualifying exam

You should mention here, whether or not you expect to have an entry qualifying exam before 5th July.

If you are expecting to pass an eux-exam in the summer, you must tick the box *Yes*, even though you will not receive your final diploma before July 5.

Qualifying exam:

Do you have an entry qualifying exam or do you expect to pass one before July 5 this year? *

☐ Yes ☐ No

If you answer *No*, you cannot apply to Quota 1. See section 4.2 instead.

Please note



You should also answer *Yes*, if you have a qualifying exam even, if you need additional courses in order to fulfil the specific requirements for the programme, or if you do not have an exam with high enough great point average compared to last year's entry requirements.

step 8

Passed courses or expected passed courses in addition to the entry qualifications.

You should type in any supplementary courses that you may need to fulfil the specific entry requirements **for the relevant choice of** programme in this text field.

The text field should also be used, if you have passed other relevant courses that you wish to be enclosed in your Quota 1 application.

Passed and expected to pass courses in addition to the entry qualifications

Under "Type" you are to indicate what kind of course you have passed, for example "single subject course", "Studieproven", "English language test" or the like.

Remember to upload documentation for the course. Give the file a name that is easy for you to refer to. You must choose later to which education programme the file is to be attached to by ticking the box next to the application on the tab "Attachments" (a document just needs to be uploaded once).

You can add up to 20 elements to the list

Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	

You need to click on the pencil icon in order to be able write in the line about activities.




Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	

When you have clicked on the pencil, you will be able to type in the text fields.




Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

When you have finished, you need to tick the box.




4.3 Adding choices of programs in Quota 1

Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
Single subject course	Mathematics	A	10	10	April 2015	  







All your information has now been added. Should you wish to edit the information, you should click on the pencil icon. Should you wish to delete the information, you should click on the rubbish bin icon. Should you wish to add a new line, you should click on the plus icon.

Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
Single subject course	Mathematics	A	10	10	April 2015	  

If you click on the plus icon, a new line will appear in which you can type information.

Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
Single subject course	Mathematics	A	10	10	April 2015	  
						  

When you fill out more than one choice of education programme in the priority list, all the information that you filled out in the text fields of the previous choice is copied into the new line of text fields. You can delete, edit or keep the information in these text fields according to what is relevant for the new choice of programme in your application. You can also add new lines.

Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
Single subject course	Mathematics	A	10	10	April 2015	  
Single subject course	Biology	B	7	10		  



You can add a maximum of 20 lines to each text box. Remember to upload documentation for passed courses. You must tick the box next to each application to add the document to your application.




You must remember to document your supplementary courses. Digital attachments can be added at the tab *Attachments*. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications. You can read more in section 5 about how to attach documentation.

step 9

You can upload attachments at the bottom of the page. Digital attachments can also be added at the tab *Attachments*. Please note, that you have to check if your documentation is attached to the right applications, once you have approved your applications. You must tick the box next to each application to add the document to your application. You can read more in section 5 about how to attach documentation.

You can add up to 20 elements to the list

Which country?	What did you do in the country? (Travel, work, study)	From	To	No. of months	
					 

Attachment   

Add attachments



step 10

Finally, you will need to click Add at the bottom of the page. Your choice of pro-

4 Choice of education programme

programme will not be added, until you have clicked here.

You can add up to 20 elements to the list

Which country?	What did you do in the country? (Travel, work, study)	From	To	No. of months	
					 

Attachment

Add attachments

Add Cancel

Your choice of programme has now been added.

Information about you

Your information in the tabs "Information about you" and "Entry qualifications", will only have to be mentioned once and the information will be shared by all your applications. When you have signed your first application you will no longer be able to change the information.

Signature

You have to approve and sign the applications individually. Once you have signed an application and the educational institution has downloaded your application from Optagelse.dk you will be able to see that the application is received by the educational institution.

When you have signed the application, you will see an envelope next to your application. A closed envelope means that you have signed an application and that the application is not yet opened by the educational institution. An open envelope means that the application has been received by the educational institution.

Even though you have signed an application you will still be able to add new education programmes, change the order of priorities and cancel an application.


Priority rank

You can apply for a maximum of 8 education programmes, but you can only be offered one study place. If you are offered a study place, your priority rank will decide which study place you are offered. In that case you will be offered a place at your highest possible priority.

To apply for more than one education programme, press the "Choose education programme" button. To change the order of priority click the arrows on the left when you have added all education programmes. The order of priority will be saved automatically when you change the order.

Remember to sign all your applications!

Chosen education programmes

1	Bachelor of Architectural Technology and Construction Management Bygningskonstruktøruddannelsen, Halmstadgade 2	Approve and sign 
---	---	--

You can now add more choices of education (read more in section 4.1) or attest your choices of application (read more in section 4.5).

Please note






step 11

If you click on *Cancel* in step 15 or go back to the list of priorities without having clicked to add your chosen programme, then you will need to find the relevant programme in the list once again.

You can edit any information until you have attested your application. You do this by clicking on the name of the programme. You will now be given the option to edit the information. Remember to save any edited information.

Chosen education programmes

1	Bachelor of Architectural Technology and Construction Management Bygningskonstruktøruddannelsen, Halmstadgade 2	Approve and sign 
2	AP Graduate in Computer Science Erhvervsakademi Aarhus, Sønderhøj	Approve and sign 
3	AP Graduate in Multimedia Design and Communication Erhvervsakademi Kolding	Approve and sign 

4.4 Changing priorities

You can change the priority of your study programmes, and you can also cancel your selections.

You can change the order and delete preferences up until 12 noon on the 5 of July. You can also change the priority order or cancel education programmes you have already signed, even if you have already signed them. **Please note** that for Quota 2 applications only education programmes, which you have signed before 15t of March will be considered. If you cancel an approved education programme after 12 noon 15 March and then add it again at a later time, it will no longer be assessed under Quota 2, even if you have signed it before March 15 the first time. Some applicants must always sign their applications before March 15 12 noon, regardless which quota they want to be considered in.

If you need to correct an already signed application you will need to contact the educational institution instead of cancelling the application.

step 1 Click on the tab *Choice of education programme*, to see a list of your priorities.

Apply for higher education Maria Andersen : Log out

Information about you | **Entry qualifications** | **Choice of education programme** | Attachments

CPR: 010890MAA2 Name: Maria Andersen

Information about you
Your information in the tabs "Information about you" and "Entry qualifications", will only have to be mentioned once and the information will be shared by all your applications. When you have approved your first application you will no longer be able to change the information.

Approval and sending your signature page
You have to approve the applications individually. When you have approved an application, you must print a signature page. You must sign and send the signature page to the educational institution to which you are applying. It is your responsibility to ensure that the signature page reaches the educational institution before the application deadline.
You must send a signature page for each application you have approved. Please note that you must not upload your signature page as an attachment to your application. When the educational institution has received the signature page, they can download your application from Optagelse.dk. When you have approved an application you will still be able to add new education programmes, change the order of priorities and cancel an application.

Priority rank
You can apply for a maximum of 8 education programmes, but you can only be offered one study place. If you are offered a study place, your priority rank will decide which study place you are offered. In that case you will be offered a place at your highest possible priority.
To apply for more than one education programme, press the "Choose education programme" button. To change the order of priority click the arrows on the left when you have added all education programmes. The order of priority will be saved automatically when you change the order.

Remember to approve, print, sign and send a signature page for each of the education programmes to which you are applying!

Chosen education programmes

1	▼	Bachelor of Architectural Technology and Construction Management Bygningskonstruktøruddannelsen, Halmstadgade 2	Approve and print
2	↕	AP Graduate in Multimedia Design and Communication Teknologi & Business, Sofiendalsvej	Approve and print
3	▲	Bachelor of Architectural Technology and Construction Management Københavns Erhvervsakademi, Byggeri/Produktion	Approve and print



Choose education programme

step 2 **Changing the priority of education programmes.**
Use the arrows on the left-hand side to change the priority of your study programmes.

Chosen education programmes

1	▼	Bachelor of Architectural Technology and Construction Management Bygningskonstruktøruddannelsen, Halmstadgade 2	Approve and print
2	↕	AP Graduate in Multimedia Design and Communication Teknologi & Business, Sofiendalsvej	Approve and print
3	▲	Bachelor of Architectural Technology and Construction Management Københavns Erhvervsakademi, Byggeri/Produktion	Approve and print

4 Choice of education programme

If you click on , you move the preference down on the list. If you click on , you move the preference up.

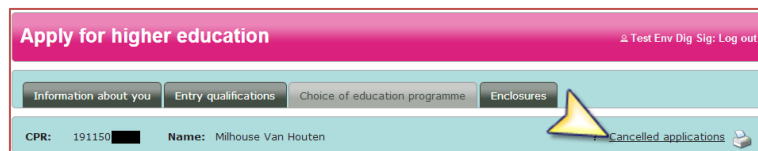
step 3

Cancelling study programmes.

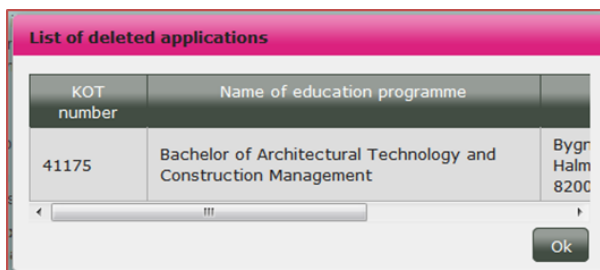
If you click on the waste bin to the right, you remove the preference from your list.



If you have cancelled a signed study programme, *Cancelled applications* will be displayed as a link in the top right corner.



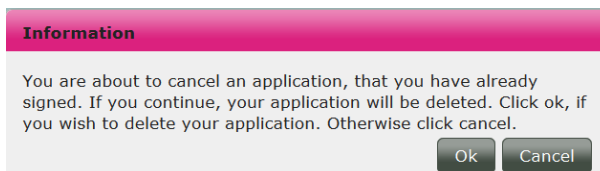
Click on the link to view a list of your cancelled applications.



Please note



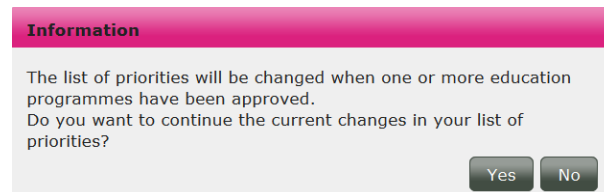
If you change or delete an education programme, before you have signed any of your education programmes, you will not be notified of the changes you have made. If you delete an education programme, which you have already signed you will be warned about this with the following message. If you press *Ok* the education programme will be deleted. If you press *Cancel* the programme will not be deleted.



If you have approved one of your education programmes, you will be notified every time you make a change, irrespective of whether you change the priority of cancel a study programme and irrespective of, whether the approved education pro-

gramme is impacted.

If you change the order of priority of your signed applications, you will also be warned. If you choose *Yes*, the changed priorities will be made. If you do not change the order of priority you must choose *No*.

An information dialog box with a pink header bar containing the word "Information". The main text area is light gray and contains the following text: "The list of priorities will be changed when one or more education programmes have been approved. Do you want to continue the current changes in your list of priorities?". At the bottom right of the dialog box are two buttons: "Yes" and "No".

Information

The list of priorities will be changed when one or more education programmes have been approved. Do you want to continue the current changes in your list of priorities?

Yes No

Click *Yes* in order to verify your change. If you do not wish to make the change, you should click *No*.

4.5 Approve education programme and the signature page

Once you have added your education programmes they must be approved, and the signature page must be sent to the educational institutions. Please note that you have to approve each education programme. Only education programmes which have been approved and for which the education institution has received the signature page before the deadline will be considering when the application is processed. The signature page must not be uploaded as a digital enclosure as these cannot be seen by the educational institutions.

- step 1 You can view your education programmes under the *Choice of education programme* tab.
- This is also where you approve your education programmes and print the signature page which you **must** send to each of the educational institutions before they can download your application at Optagelse.dk

4 Choice of education programme

Apply for higher education Maria Andersen : Log out

Information about you | Entry qualifications | **Choice of education programme** | Attachments

CPR: 010890MAA2 Name: Maria Andersen ?

Information about you
Your information in the tabs "Information about you" and "Entry qualifications", will only have to be mentioned once and the information will be shared by all your applications. When you have approved your first application you will no longer be able to change the information.

Approval and sending your signature page
You have to approve the applications individually. When you have approved an application, you must print a signature page. You must sign and send the signature page to the educational institution to which you are applying. It is your responsibility to ensure that the signature page reaches the educational institution before the application deadline. You must send a signature page for each application you have approved. Please note that you must not upload your signature page as an attachment to your application. When the educational institution has received the signature page, they can download your application from Optagelse.dk. When you have approved an application you will still be able to add new education programmes, change the order of priorities and cancel an application.

Priority rank
You can apply for a maximum of 8 education programmes, but you can only be offered one study place. If you are offered a study place, your priority rank will decide which study place you are offered. In that case you will be offered a place at your highest possible priority.
To apply for more than one education programme, press the "Choose education programme" button. To change the order of priority click the arrows on the left when you have added all education programmes. The order of priority will be saved automatically when you change the order.

Remember to approve, print, sign and send a signature page for each of the education programmes to which you are applying!

Chosen education programmes

1	▼	Bachelor of Architectural Technology and Construction Management Byggningskonstruktøruddannelsen, Halmstadgade 2	Approve and print	
2	↕	AP Graduate in Multimedia Design and Communication Teknologi & Business, Sofiendalsvej	Approve and print	
3	▲	Bachelor of Architectural Technology and Construction Management Københavns Erhvervsakademi, Byggeri/Produktion	Approve and print	

Choose education programme

step 2

Select the education programme you wish to approve and print the *signature page* for.

Click on the *Approve* button to confirm your choice and generate the signature page

Chosen education programmes

1	▼	Bachelor of Architectural Technology and Construction Management Byggningskonstruktøruddannelsen, Halmstadgade 2	Approve and print	
2	↕	AP Graduate in Multimedia Design and Communication Teknologi & Business, Sofiendalsvej	Approve and print	
3	▲	Bachelor of Architectural Technology and Construction Management Københavns Erhvervsakademi, Byggeri/Produktion	Approve and print	

The application is not complete until the signature page is printed and sent to the educational institution. The educational institution must receive the signature page before the application deadline.

If you have not yet approved any education programmes, you will be warned that you will no longer be able to edit *personal information* and *previous qualifications* information once you have clicked *Yes* to confirm (approve) an education programme

Information

When you have signed your first application, you will no longer be able to change information in the tabs "Information about you" and "Entry qualifications".

Yes No

If you still need to add or edit your *personal information* or *previous qualifications*, click *No*.

4.5 Approve education programme and the signature page

Please note



Please note that you must confirm and submit a signature page for all education programmes you wish to apply for. Your application for an education programme is only received when the education institution has received the signature page. An application has been submitted on time if the education institution has received the signed signature page prior to the application deadline. The signature page must not be uploaded as an enclosure as these cannot be seen by the educational institutions

step 3


Once you have clicked on the *Approve* button, a message will be displayed containing a link to the *signature page* (in the PDF file format).

Click on the link to generate the signature page



4 Choice of education programme

You must print the page, sign it, and send it to the address at the top of the page:

 **Ministeriet og
Forskningsskolen**

Signature page 2015

CPR number
010890-MAA2

Applicant: Maria Andersen
Olof Palmes Alle 38
8230 Åbyhøj
Danmark
89376535 - kurt.nikolajsen@umi-c.dk

Educational institution address: Professionshøjskolen VIA University College
Skejbyvej 1
8240 Risskov

Education programme: 41175
Bachelor of Architectural Technology and Construction Management
Bygningskonstruktøruddannelsen, Halmstadgade 2
73884315

Application ID: 73884315

You must upload documentation before the deadline given by the educational institution. The deadline may differ from each educational institution. It is your responsibility to upload documentation before the deadline. You will find the deadlines at the websites of the educational institutions.

You can add new education programmes at Optagelse.dk. You can furthermore change the order of your priorities or cancel an application until July 5 at 12 noon.

You have approved an application at Optagelse.dk. You must sign and send this signature page to the educational institution stated above. Even though you have approved an application at Optagelse.dk, your application will not be considered as received by the educational institution before they receive your signature page. You have the responsibility to ensure that the signature page reaches the educational institution before the application deadline. When the educational institution has received the signature page, they can download your application from Optagelse.dk.

You must print, sign and send a signature page for each education programme approved. The Signature page **MUST** be printed, signed and send. It may not be uploaded as an attachment on Optagelse.dk.

Attachments for the application:

- Foreign diploma

Remember to make sure that you upload relevant documentation (pdf) regarding this application.

Signature

I hereby declare all the information I have given to be truthful and accurate
Day/month/year _____ Signature _____

The documents you need to upload to Optagelse.dk will also be listed on the signature page, as marked by a red hand on the above screenshot. Remember to consult the web-site of the educational institution regarding the deadline for receiving documentation. If you have not already uploaded the documentation, you must do so at the tab *Enclosures*. You must also decide which documentation that should be attached to the programmes. It is your responsibility to attach the relevant documentation to the right programmes. It is also your responsibility to upload and attach the documentation before the deadline given by the educational institution. Your documentation is attached if you have ticked the box next to each application. Read more about digital enclosures at section 5.


4.5 Approve education programme and the signature page

Please note



If needed, you can always regenerate the signature page by clicking on the printer icon.

Please note that if you delete an approved education programme, but regret and add it again, you **must** send a new signature page to the education institution. Otherwise they will not be able to see your new education programme because it has got a new *Application ID*. You must send the new signature page before the application deadline.



Education programme: 41175
Bachelor of Architectural Technology and Construction Management
Bygningsteknikeruddannelsen, Halmstadgade 2
Application ID: 73884315
You must upload documentation before the deadline given by the educational institution. The deadline may differ from each educational institution. It is your responsibility to upload documentation before the deadline. You will find the deadlines at the websites of the educational institutions.

step 4

When an education programme has been approved, it will be marked with an envelope icon indicating that you are ready to send the signature page to the receiving institution.



Once the educational institution has received your signature page and has downloaded your application from Optagelse.dk, the sealed envelope will change to an open envelope with a green check mark:



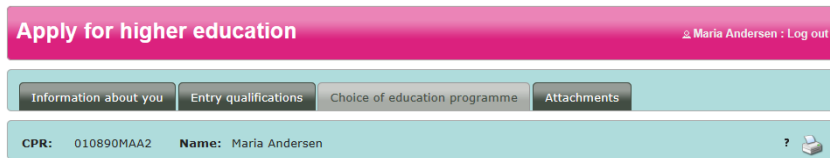
Please note



Note that you can still change your priorities even after you have approved an education programme. You can change the priority, add or cancel study programmes, or add enclosures. All changes must be carried out before the deadlines. The signature page must be sent so it is received by the educational institution before the deadline. Documents must be uploaded at Optagelse.dk before the deadline. Your documentation is attached if you have ticked the box next to each application at the tab *Enclosures*.


4.6 Printing your application

If you wish to have a hard copy of your application, then you can print it. You do this by clicking on the printer icon in the right-hand corner.



Apply for higher education ⌵ Maria Andersen : Log out

Information about you Entry qualifications **Choice of education programme** Attachments

CPR: 010890MAA2 Name: Maria Andersen ? 

Depending upon which browser you are using, you will either be asked if you wish to open the document, or download it. You can either print or save it as a PDF document. The paper application is for personal use only and **cannot** be used to apply to the educational institutions.

5 Digital attachments

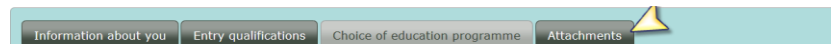
You can upload attachments and submit this to your application at several points in the application process as well as in the tab called *Attachments*.

The procedure is the same regardless of where in the process you upload the attachment. Either way you have to tick the box next to your application to add your attachments.

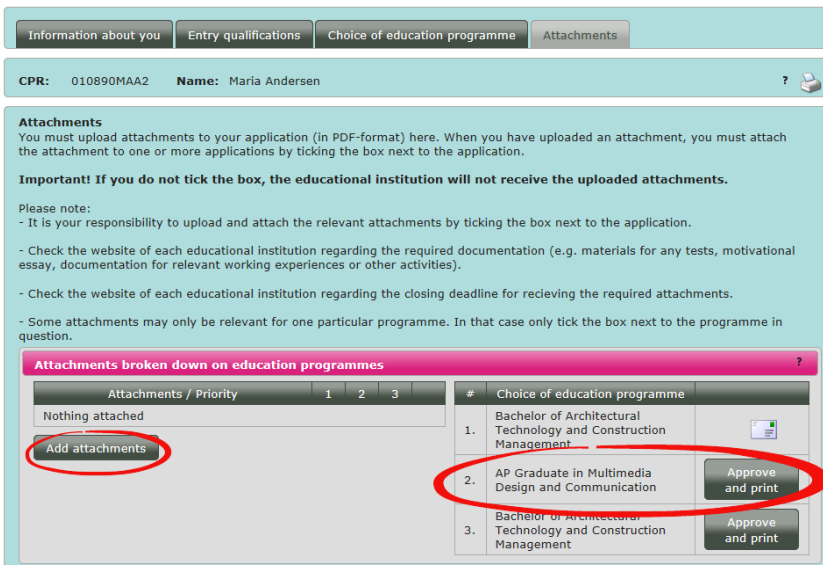
You can find out below, how to upload attachments at the tab *Attachments*.

Remember that any attachments must be uploaded by the deadline given on the respective homepage of the educational institution.

step 1 Click on the tab *Attachments*.



step 2 You can click *Add attachments* here.



Attachments
You must upload attachments to your application (in PDF-format) here. When you have uploaded an attachment, you must attach the attachment to one or more applications by ticking the box next to the application.

Important! If you do not tick the box, the educational institution will not receive the uploaded attachments.

Please note:

- It is your responsibility to upload and attach the relevant attachments by ticking the box next to the application.
- Check the website of each educational institution regarding the required documentation (e.g. materials for any tests, motivational essay, documentation for relevant working experiences or other activities).
- Check the website of each educational institution regarding the closing deadline for receiving the required attachments.
- Some attachments may only be relevant for one particular programme. In that case only tick the box next to the programme in question.

Attachments broken down on education programmes

Attachments / Priority	1	2	3	#	Choice of education programme	
Nothing attached				1.	Bachelor of Architectural Technology and Construction Management	
Add attachments				2.	AP Graduate in Multimedia Design and Communication	Approve and print
				3.	Bachelor of Architectural Technology and Construction Management	Approve and print

Note that you can see your choices of programmes and their priority numbers according to your choice of priorities in your application on the right-hand side.

5 Digital attachments

Please note



You can also see the status of your application here, as well as approve and sign the programmes that have not yet been approved and signed.

Information about you | Entry qualifications | Choice of education programme | **Attachments**

CPR: 010890MAA2 Name: Maria Andersen

Attachments
You must upload attachments to your application (in PDF-format) here. When you have uploaded an attachment, you must attach the attachment to one or more applications by ticking the box next to the application.

Important! If you do not tick the box, the educational institution will not receive the uploaded attachments.

Please note:
- It is your responsibility to upload and attach the relevant attachments by ticking the box next to the application.
- Check the website of each educational institution regarding the required documentation (e.g. materials for any tests, motivational essay, documentation for relevant working experiences or other activities).
- Check the website of each educational institution regarding the closing deadline for receiving the required attachments.
- Some attachments may only be relevant for one particular programme. In that case only tick the box next to the programme in question.

Attachments broken down on education programmes

Attachments / Priority	1	2	3	#	Choice of education programme	
Nothing attached				1.	Bachelor of Architectural Technology and Construction Management	
Add attachments				2.	AP Graduate in Multimedia Design and Communication	Approve and print
				3.	Bachelor of Architectural Technology and Construction Management	Approve and print

step 3

When you click on *Add attachments* a pop-up box will appear. Click on *Browse*.

Digital attachments

This is where you can add your attachments. The attachments must be in PDF format.

'Browse'

Describe the document you wish to upload in one relevant word (e.g. Englishtest) and press the "OK" button.
Once uploaded, the file will be visible on the Attachments tab.

OK

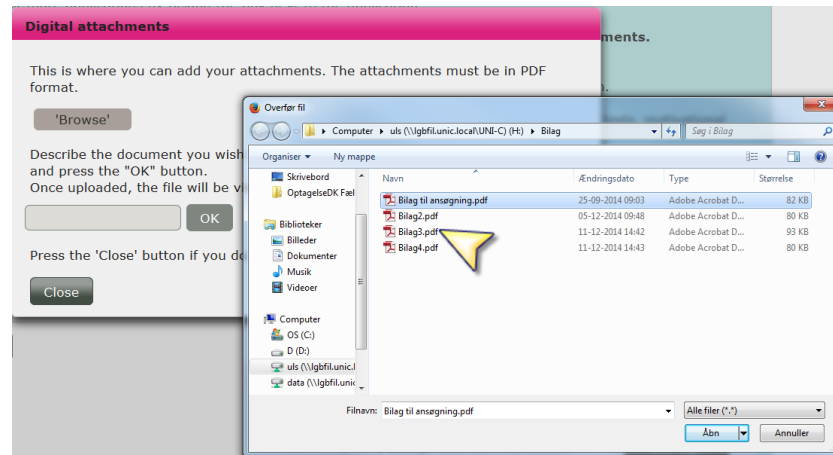
Press the 'Close' button if you do not want to add any attachments.

Close

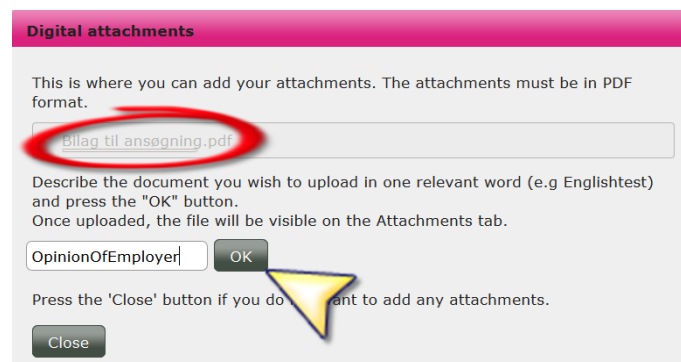
If you do not wish to upload documentation at this point, click on *Close*.

step 4

You should now be able to find the document on your computer.

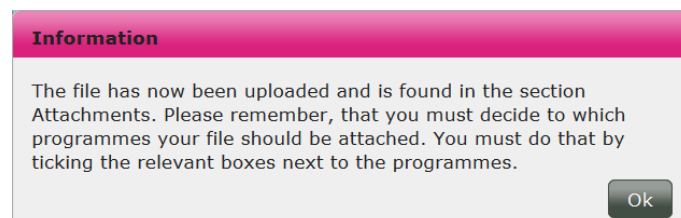


- step 5 Double-click on the file which needs to be uploaded.
Give the attachment a recognizable name. This could, for example, be 'IB-diploma'.
You can see the name of the file at the top of the window.



Click on *Ok*.

- step 6 A message will now appear telling you when the document has been successfully uploaded.



If you upload attachments from the tab *Information about you*, you will need to save any changes before the attachments are uploaded.

5 Digital attachments

Information

The file has now been uploaded and is found under the Attachments section in your application after you have saved your personal data under the section "Information about you". Please remember, that you must decide for which programmes your file should be attached. You must do that by ticking the relevant boxes next to the education programmes.

Ok

If you upload attachments from the tab *Choice of education programme*, you will need to add the choice of programme before the attachment is uploaded. (Or save if you have edited a choice that has already been added).

Information

The file has now been uploaded and is found under the Attachments section in your application after you have added your education. Please remember, that you must decide for which programmes your file should be attached. You must do that by ticking the relevant boxes next to the education programmes.

Ok

Please note



You can only attach documents in PDF format. You can save files in PDF format in Word, or you can use a PDF printer, that prints a document as a PDF file. You can download a [free PDF printer](#) here.

step 7

The attachment is now uploaded to Optagelse.dk, but has not yet been added to a specific choice of education programme, if you have attached it under the tab *Attachment*. Attach the attachment by ticking the box next to your specific choice of education programme.

You will now need to state for which choices of programme your attachment is relevant. You should tick the box next to the relevant programme for the attachment. You can see the priority number of the individual choices of programme on the right-hand side. In this example, the attachment 'IB-diploma' has been attached to priority number 3, 'Bachelor of Architectural Technology and Construction Management'.

Attachments / Priority	1	2	3	#	Choice of education programme	
OpinionOfEmployer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Add attachments						
				1.	Bachelor of Architectural Technology and Construction Management	
				2.	AP Graduate in Computer Science	Approve and sign
				3.	AP Graduate in Multimedia Design and Communication	Approve and sign

If you have added attachments to the tab *Information about you*, it will be automatically attached to all your programme choices. You can untick the box if the attachment should not be attached to a specific programme choice.

Attachments broken down on education programmes			
Attachments / Priority	1	2	3
OpinionOfEmployer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<button>Add attachments</button>			

#	Choice of education programme	
1.	Bachelor of Architectural Technology and Construction Management	
2.	AP Graduate in Computer Science	<button>Approve and sign</button>
3.	AP Graduate in Multimedia Design and Communication	<button>Approve and sign</button>

If you add the attachment directly to a programme, the document will automatically be attached to that choice only. You can add further choices, if it is relevant.

Attachments broken down on education programmes			
Attachments / Priority	1	2	3
OpinionOfEmployer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<button>Add attachments</button>			

#	Choice of education programme	
1.	Bachelor of Architectural Technology and Construction Management	
2.	AP Graduate in Computer Science	<button>Approve and sign</button>
3.	AP Graduate in Multimedia Design and Communication	<button>Approve and sign</button>

step 8

You can add all the attachments you wish and you can add different documents to different programmes.

Attachments broken down on education programmes			
Attachments / Priority	1	2	3
OpinionOfEmployer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<button>Add attachments</button>			

#	Choice of education programme	
1.	Bachelor of Architectural Technology and Construction Management	
2.	AP Graduate in Computer Science	<button>Approve and sign</button>
3.	AP Graduate in Multimedia Design and Communication	<button>Approve and sign</button>

You can also delete the attachment from the overview, if you click on the red cross. You can delete documents from individual choices of programme by unticking the relevant box for that choice. The attachment can however still be downloaded by the educational institution, so if you upload a document that you do not wish to be considered as part of your application, you will need to contact the relevant educational institution to tell them that you have inadvertently uploaded an incorrect document.

Please note



The attachments are only sent to the programmes that are marked (ticked). That is to say those attachments that have not been marked (ticked) for a specific choice of programme will not be received by the respective educational institution.

Attachments are part of a choice of programme and if you edit that choice in the priority list, the attachments will also be moved along with the programme choice.

You should also note that when you add an attachment, the status changes from an open to a closed envelope. This shows that the new information has not yet been downloaded by the relevant educational institution. Once the educational institution has downloaded the document, the envelope will show as open again.

